GRADUATE STUDENT HANDBOOK

DOCTORAL DEGREE PROGRAMS:

ACADEMIC

POLICIES AND PROCEDURES

Updated: Fall 2017
Approved by PPS Faculty: September 25, 2017
Approved by Graduate Studies committee - COP: October 4, 2017
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   Program Timeline
1. Department Information

University of Houston: http://uh.edu/
Graduate School: http://www.uh.edu/graduate-school/
College of Pharmacy: http://www.uh.edu/pharmacy/index

Department of Pharmacological and Pharmaceutical Sciences:

Department address:

Science & Research Bldg. 2
College of Pharmacy - PPS
3455 Cullen Blvd., Room 141
Houston, TX 77204-5000
Phone Main number: 713-743-1222

Future Home of College of Pharmacy – PPS:

Health and Biomedical Sciences 2
College of Pharmacy - PPS
4849 Calhoun, Houston, TX 77204-5000
2. Faculty and Staff

College of Pharmacy - http://www.uh.edu/pharmacy/index


Faculty and Staff - http://www.uh.edu/pharmacy/directory-home/pps-faculty/

PhD programs - http://www.uh.edu/pharmacy/prospective-students/graduate-programs/pharmacology-and-pharmaceutics/

**Graduate Program faculty**

**Dr. Douglas Eikenburg**  
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Assistant Dean of Graduate Programs – College of Pharmacy  
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E-mail: mvtejada-simon@uh.edu

**Graduate Program staff**

**Mrs. Melissa Nieto**  
Graduate Academic Advisor (GAA)  
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Phone: 713-743-7725  
E-mail: mnieto2@central.uh.edu
3. Degree Plans and Timelines

I. Track Areas

Each track area allows for a specialized focus within a prominent area of Pharmacology. Below are the three tracks offered by the Pharmacological and Pharmaceutical Sciences program:

- **Ph.D. in Pharmacology**: We focus on molecular and cellular aspects of pharmacological research to understand function at the cellular, organ and whole body level. Areas of research emphasis in the department include cardiovascular/renal pharmacology, cellular signaling and transport, traditional medicine and natural products, and neuropharmacology. Students in the Pharmacology program may develop research programs in the areas of renal, autonomic, central nervous system, cardiovascular pharmacology, signal transduction, cellular physiology of exercise and aging, protein biochemistry or medicinal chemistry of natural products.

- **Ph.D. in Pharmaceutics**: Our focus is on the development of novel drug delivery methods, absorption, metabolism and drug formulations. Early course work provides a solid foundation in pharmaceutics, pharmacokinetics, physical pharmacy, dosage formulation and delivery systems. Areas of research interest include oral dosage formulations, transdermal and liposomal drug delivery, therapeutic DNA delivery, absorption and metabolism, and pharmacokinetics. Students in the Pharmaceutics program may develop research programs in the areas of drug delivery systems, drug stability, dosage forms and pharmacokinetics.

- **Ph.D. in Pharmacology/Medicinal Chemistry**: this track encompasses the search for, design of and synthesis of new drug entities, structural analysis of drugs, structure-activity relationships, interactions between drugs and molecular targets, natural product chemistry and aspects of drug metabolism.
II. Degree Plans
   a. Ph.D. in Pharmacology

      i. Course description

   PCOL 6370 Advanced Pharmacology I. 3 Cr. This course covers the basic principles of drug action including in-depth assessments of drugs that influence the central and peripheral nervous systems and effector tissues. Specific emphases are the sites and mechanisms of drug action and current research procedures used for investigation of site and mechanism.

   PCOL 6371 Advanced Pharmacology II. 3 Cr. An in-depth study of the site and mechanisms of actions of drugs which affect the kidneys, cardiovascular and endocrine systems, as well as current research procedures used to study those actions. Pathophysiologic states which justify the use of these agents also are discussed.

   PHCA 6308 Biostatistics and Experimental Design 3 Cr. Discuss and give practical experience in the statistical methods and experimental designs used in the pharmacological and biological sciences. The course consists of lectures, discussion, and outside assignments. Topics include populations and population descriptions, study design and formulation of hypothesis, determination of minimum sample size, parametric versus non-parametric statistics, t-tests, correlation, linear regression, one, two, and multivariate ANOVA, and use of computers for statistical analysis.

   PCOL 7333 Principles of Molecular Pharmacology. 3 Cr. Topics include DNA (structure, function and replication), RNA (structure, function, and translation), control of gene expression, recombinant DNA molecules and methods (cloning and PCR), construction of cDNA libraries and use of on-line library services, transgenic models of disease and gene therapy (methodology and theory).

   PCOL 6180, 6181, 7180, 7181 PHARMACOLOGY SEMINAR. 1 CR. (Each).

   PCOL 6141, 6142, 7141, 7142 Pharmacological Literature Review. A critical review of the pharmacological literature, this course includes an analysis and appraisal of selected publications.

   PCOL 7370 Scientific Writing. 3 Cr. Planning, preparation and evaluation of effective research manuscripts (articles) and grant proposals in the pharmaceutical sciences.

   PCOL 6462 Cardiovascular and Renal Pharmacology. 4. Cr. A detailed examination of the mechanisms of action of drugs which influence cardiovascular and renal function. Topics include interrelationship between fluid balance and blood pressure, natriuretic factors, contractile mechanisms in myocardium, and vascular smooth muscle.

   PCOL 7362 Neuropharmacology. 3 Cr. Prerequisite: consent of instructor. Physiology and pharmacology of synaptic mechanisms in the central and peripheral nervous system with emphasis on mechanisms of drug and neurotransmitter action.

   PCOL 7350 Cellular Pharmacology. 3. Cr. Drug-receptor theory and analysis, membrane receptors and transporters; their structure, function and regulation as it relates to drug action.

   BIOL 6120 RESPONSIBLE CONDUCT OF RESEARCH. 1 CR.

   Electives. 3 Cr.
ii. *Example of degree Plan*

(This is just an example of a degree plan. Since some courses are not offered every year/semester, please design your own degree plan with the help of your GAA. The course sequence can vary depending on the cohort)

**Required didactic courses**

*NOTE: Electives (minimum 3 Cr. hrs) can be taken at any time*

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b. Ph.D. in Pharmaceutics

i. Course description

PCEU 7355 Regulatory Affairs. 3 Cr. Aspects of regulatory affairs in clinical pharmacokinetic evaluation and FDA approvals of new drugs and generic products. Topics include clinical trial regulation, good laboratory practice, good manufacturing practice, quality control and assurance, new drug application and abbreviated new drug application, and evaluation of contract analytical labs.

PCEU 6342 Advanced Pharmaceutics I. 3 Cr. Topics include proteolytic equilibria and buffer solutions, distribution coefficients, stability kinetics, complexation, enzyme kinetics, micromeritics, dissolution, interfacial phenomena, rheology, kinetics of drug transport through biological membranes, polymers and biomedical applications, solubility and solubilization, and thermodynamics.

PCEU 6345 Advanced Pharmaceutics II. 3 Cr. Preformulation and pharmaceutical excipients, solids, solid dosage forms, dispersed systems, microcapsules and microencapsulation, nanoparticles, coatings, microemulsions and multiple emulsions, dermopharmaceutics, controlled release dosage forms, liposomes, drug targeting delivery, biotechnology-derived products, and delivery for gene therapy are topics for discussion.

PCEU 6180, 6181, 7180, 7181 PHARMACEUTICS SEMINAR. 1 CR. EACH.

PCEU 6142, 6143, 7142, 7143 Pharmaceutics Literature Review. 1 Cr. Review and critical discussion of the recent literature in pharmaceutics. Discussions of papers dealing with innovative approaches to research problems and experimental conclusions.

PCEU 6341 Advanced Pharmacokinetics. 3 Cr (include a 6198 special problems course for a total of 4 hr). The kinetic processes of drug absorption, distribution, metabolism and excretion and the application of these concepts to the interpretation of data; effects of diseases on drug responses and pharmacokinetics; the clinical pharmacokinetics of drug doses and specified drugs in relation to the rational administration of these agents; influence of dosage form and disease on therapeutic and toxic responses. Mathematical derivations of the mass balanced relationships involving rate processes and the physiological importance of those processes in a biological system are correlated.

PHCA 6308 Biostatistics and Experimental Design 3 Cr. Discuss and give practical experience in the statistical methods and experimental designs used in the pharmacological and biological sciences. The course consists of lectures, discussion, and outside assignments. Topics include populations and population descriptions, study design and formulation of hypothesis, determination of minimum sample size, parametric versus non-parametric statistics, t-tests, correlation, linear regression, one, two, and multivariate ANOVA, and use of computers for statistical analysis.

PCOL 7370 Scientific Writing. 3 Cr. Planning, preparation and evaluation of effective research manuscripts (articles) and grant proposals in the pharmaceutical sciences.

PCEU 7340 Advanced Drug Delivery. 3 Cr. This course examines current practices, novel drug delivery systems under investigation and future directions of drug delivery systems and technology.

BIOL 6120 RESPONSIBLE CONDUCT OF RESEARCH. 1 CR.

Elective. 6 Cr.
**ii. Example of degree Plan**

(This is just an example of a degree plan. Since some courses are not offered every year/semester, please design your own degree plan with the help of your GAA. The course sequence can vary depending on the cohort)

**Required didactic courses**

*Electives (6h) can be taken at any time*

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c. Ph.D. in Pharmacology/Medicinal Chemistry

i. Course description

PCEU 6341 Advanced Pharmacokinetics. 3 Cr (include a 6198 special problems course for a total of 4 hr). The kinetic processes of drug absorption, distribution, metabolism and excretion and the application of these concepts to the interpretation of data; effects of diseases on drug responses and pharmacokinetics; the clinical pharmacokinetics of drug doses and specified drugs in relation to the rational administration of these agents; influence of dosage form and disease on therapeutic and toxic responses. Mathematical derivations of the mass balanced relationships involving rate processes and the physiological importance of those processes in a biological system are correlated.

PHCA 6308 Biostatistics and Experimental Design 3 Cr. Discuss and give practical experience in the statistical methods and experimental designs used in the pharmacological and biological sciences. The course consists of lectures, discussion, and outside assignments. Topics include populations and population descriptions, study design and formulation of hypothesis, determination of minimum sample size, parametric versus non-parametric statistics, t-tests, correlation, linear regression, one, two, and multivariate ANOVA, and use of computers for statistical analysis.

PCOL 6345 Drug Design and Discovery. 3 Cr. Medicinal chemistry and applications to drug discovery; survey of lead compound discovery and optimization strategies.

PCOL 7350 Cellular Pharmacology. 3. Cr. Drug-receptor theory and analysis, membrane receptors and transporters; their structure, function and regulation as it relates to drug action.

BIOL 6120 RESPONSIBLE CONDUCT OF RESEARCH. 1 CR.

PCOL 7333 Principles of Molecular Pharmacology. 3 Cr. Topics include DNA (structure, function and replication), RNA (structure, function, and translation), control of gene expression, recombinant DNA molecules and methods (cloning and PCR), construction of cDNA libraries and use of on-line library services, transgenic models of disease and gene therapy (methodology and theory).

PCOL 6340 Adv. Med Chem. 3 Cr. Survey of current therapeutics, including cholinergic/anticholinergics, sympathomimetics, antifungals, hypertension-diuretics, antihypertensives, antiarrhythmic, and neurotherapeutics.

PCOL 7370 Scientific Writing. 3 Cr. Planning, preparation and evaluation of effective research manuscripts (articles) and grant proposals in the pharmaceutical sciences.

PCOL 7360 Current topics in Medicinal Chemistry. 3 Cr. In-depth coverage of select medicinal chemistry topics; Emphasis on current research strategies being pursued.

PCOL 6180, 6181, 7180, 7181 Pharmacology Seminar. 1 Cr. (each).

PCOL 6141, 6142, 7141, 7142 Pharmacological Literature Review. A critical review of the pharmacological literature, this course includes an analysis and appraisal of selected publications.

Electives 3 hr.
ii. Example of degree Plan

(This is just an example of a degree plan. Since some courses are not offered every year/semester, please design your own degree plan with the help of your GAA. The course sequence can vary depending on the cohort)

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*NOTE: Electives (3 Cr. hrs) can be taken at any time. Courses vary by year.*

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<td>PCEU 6341 Advanced Pharmacokinetics (3)</td>
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<td>PCOL 8399 Doctoral Dissertation (3- RCL)</td>
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4. Admissions

I. Admission requirements to the Ph.D. Program

All applications for admission to the Ph.D. programs in Pharmacology and Pharmaceutics are made to the Department of Pharmacological and Pharmaceutical Sciences (PPS), the Graduate Education Committee (GEC), which is composed of five faculty member from the PPS department (two pharmacology faculty, two pharmaceutics faculty and one Medicinal Chemistry faculty), the Chair of the Graduate Education Committee (GEC) and the Assistant Departmental Chair, who is an at large-member (no voting).

Admission criteria: Students with a B.S (or M.S.) degree in Biochemistry, Biology, Chemistry, Pharmacy or related sciences are encouraged to apply for admission into the Ph.D. program in Pharmacology, Pharmaceutics or Pharmacology/Medicinal Chemistry.

The minimum requirements for admission into the Ph.D. programs include:

1. 3.0 GPA, required in science and math courses
2. Preferably ranking in the top 20% of B.S. graduating class
3. Graduate Record Examination (GRE) scores should be above the 70th percentile for verbal, quantitative and analytical writing sections of the general aptitude exam. While all sections are important, scores in quantitative section might carry more weight.
4. Three letters of recommendation (prepared on official University/Corporate letterhead and properly signed by the recommender) are required from individuals who are familiar with the applicant’s previous academic performance, potential for success in graduate school and a career in biomedical science.
5. International students must also submit English test scores from one of the following:
   - IELTS – 6.5 minimum score
   - Internet-based TOEFL exam - 80 minimum score
   - SPEAK – 50 minimum score

Leveling courses: Prerequisites for admission into the Pharmacology program include completion of courses in human Physiology and Biochemistry (minimum of 3 cr.hr. each). Students who have not competed these courses as undergraduates must complete 3 cr.hr courses in each of these areas before entering or during the first year of enrollment in the program. If this type of leveling courses are required for admission, the courses must be completed prior to the student taking graduate level courses. They must be completed with a minimum grade of ‘B’. Leveling courses cannot be counted towards graduate level credit.

The total number of students admitted to each program varies from year to year and meeting the minimum admissions requirements is not a guarantee of acceptance into a program.

The department’s Graduate Education Committee (GEC) will begin evaluating all completed applications in December and will continue after application submission deadline. Initial evaluations and preliminary selection will be completed by February. Pre-selected applicants will be invited for interviews either in person or via Skype (or similar platform). Interviews will be performed by at least 2 departmental faculty within the program to which the applicant is seeking admission. We will attempt to complete final admissions by mid-March or earlier for admissions in the following fall. Offer letters describing the financial support awarded will be then communicated to the selected applicants. All students that submitted completed applications will be informed of the committee’s decision in writing/by email.
For the most up to date information regarding admission process, please visit the department’s program website.

II. **Available positions and financial support**

Admitted students may be offered a position as RA or TA. There are several scholarships that can be offered to selected students to supplement their financial support as described below. Additionally, students will be awarded a graduate tuition fellowship (GTF) as well as in-state waivers for the tuition.

a. *Research Assistantships (RA)*

Research assistantships (RA) are linked to a faculty member and their laboratory. In this case the student is typically supported by a research grant. The source of funds for RAs is most often an external grant held by the faculty advisor, a contract, or a major projects, or also other sources controlled by the faculty advisor (e.g. royalties). RAs are primarily responsible to their faculty advisors. RAs are expected to devote themselves full-time to coursework and research for the purpose of completing their Ph.D. degree. In addition, faculty advisors may assign ‘side projects’ to fulfill the requirements of a contract that pays the stipend (but no more than 20 hr./wk.).

A form detailing RA responsibilities must be signed before the fall of each academic year.

b. *Teaching Assistantships (TA)*

TA positions are awarded by the department and support study by students in the laboratory of selected eligible faculty. TA positions are awarded to applicants by the chair of the Department and are usually given to new graduate students for one year. Student election of the laboratory in which they will study is typically done at the end of the first year of study and is done by mutual consent of the student and their faculty mentor, with the approval of the Department Graduate Education Committee and the Department Chair. TAs are immediately responsible to (1) their faculty advisors, and (2) the directors of the courses to which they are assigned. TAs assist with instruction in the Pharm.D. program. In addition, TAs are expected to spend significant time in coursework and research for the purpose of completing their Ph.D. degrees. The source of funding is the College of Pharmacy. TAs are supposed to work no more than 20 hr./wk., and must record their times to track this activity. For an international student, the University requires a TA to have a score of \( > 25 \) on the speaking section of the iBT (unless exempt by having a US degree). International students may be required to take the SPEAK test and score \( > 50 \) if the program feels that their English requires assessment. English courses and or tutors may be recommended.

Usually, students who have been given a TA for one year are expected to transition into being supported as an RA after their first year. After the laboratory/PI selection, if a student subsequently desires to change faculty mentors, the student must first inform and discuss the decision with their current faculty mentor and request permission from the Department Chair and the Department Graduate Education Committee to change to a different mentor. Each situation will be evaluated by the Department GEC and the Department Chair, including consideration of the academic status and research progress of the student to this point, the ability of the new laboratory to support the student, and the eligibility of the new faculty member to accept students into their lab that require TA support. Students that are currently
supported as TA should not assume continued TA support in the laboratory of the new faculty mentor.

A form detailing TA responsibilities must be signed before the fall of each academic year.

c. University Recruiting Fellowships

These fellowships might be awarded upon recommendation of the Department GEC. They are given to new graduate students, and offered recruiting bonuses to enroll in a UH-COP graduate program. These fellowships are the Presidential-Cullen-Erhardt and the Houston Endowment fellowships. The awards are based on the potential of the candidate to make an outstanding contribution to the PPS program. Scholar selections are determined by the GEC committee, following, among other, this criteria:

- Academic record in undergraduate program (or MS) and/or other academic experience
- GRE results
- Letters of recommendation
- Research experience
- Publications
- Presentations

These awards require also the maintenance of a 3.0 GPA. They will be suspended if GPA falls below 3.0 and they can never be restored even if they low grades are rectified.

d. Graduate Tuition Fellowship (GTF)

The Graduate Tuition Fellowship (GTF) is paid by the University. It pays all tuition and all required fees (except health insurance for international students). The College of Pharmacy permits GTF only for a maximum of 10 long semesters and the following summer (or, the following fall if the student does Curricular Practical Training [CPT]* in the summer, and if funds are available). The University will suspend GTF immediately if the student’s GPA falls below 3.0, but it will be restored once the GPA is back to 3.0 or above.

* CPT is curricular practical training, which allows eligible and authorized F-1 students to participate in practical training that is an ‘integral part of an established curriculum’. For more information visit http://www.uh.edu/oisss/resources/forms/Graduate%20CPT%20Application.

e. In-state waiver

In-state waivers are awarded to students with TA or RA positions who are from outside the State of Texas. This waiver grants out-of-state students, in-state tuition and it represents a great saving. This is submitted by the department on behalf of the student.
III. Requirements for the Doctor of Philosophy degree (Ph.D.)

The student must complete a minimum of 75 cr. Hr. for the Ph.D. degree. This includes:

- a minimum of 29 cr. Hr. on didactic courses approved by the department faculty;
- a minimum of 4 cr. Hr. in seminar (enrollment in four long semesters);
- a minimum of 4 cr. Hr. in literature review (enrollment in four long semesters);
- a minimum of 38 cr. Hr. of research distributed as indicated:
  - A maximum of 20 cr.hr of special problems research (6x98), exclusive of specific lecture/laboratory special problem courses, may be counted toward the 38 cr. Hr. minimum research hours required.
  - A minimum of 18 cr.hr. of doctoral research and/or doctoral dissertation (8X98 or 8x99) must be taken to complete the research hours.

Although not counting towards the degree, 6x98 hours in excess of 20 cr. Hr. may be taken to meet the full time enrollment requirements for employment, immigration and continuous enrollment.

Full time enrollment is 9 hours in the spring and fall (long semesters), and 6 hours in the summer. Summer enrollment is not required to maintain assistantship or full time enrollment status. See examples of degree plans above.

Upon admission and in accordance with the University of Houston (UH) guidelines, the department may approve a maximum of 9 cr. Hr of transfer credits from another institution as follows:

(Approved by COP faculty, 17 April 2015):

A. Courses taken at other institutions may be used to fulfill the Ph.D. course requirements under the following conditions:
   a. The courses were graduate level and a ‘B’ grade or greater was obtained.
   b. The courses were taken at a U.S. institution within the previous three years.
   c. The courses are similar in rigor and content to those offered in the College of Pharmacy graduate programs.
   d. The course cannot have been previously used to fulfill another degree.

B. The student provides the Assistant/Associate Dean for Graduate Programs with the following:
   a. Original transcripts documenting the course including the grade received and the number of credit hours.
   b. A syllabus or list of topics from the course petition to be transferred
   c. A petition explaining what courses from the PPS graduate program is to be replaced by the transferred credit.
The Assistant/Associate Dean for Graduate Programs sends the documents to the relevant department GEC and to the relevant course director. The course director has the option of requiring a competency exam before approving transfer.

If approved, the Assistant/Associate Dean for Graduate Programs will notify the student. The registrar makes the final determination of the number of credits.

Students transferring with a new faculty will have their previous coursework evaluated and additional credit hours might be allowed to be transferred. In any case, once there is a transfer, the student must complete at least a full year of coursework at UH before being allowed to graduate and receive a degree from UH.

IV. Academic Standards during Ph.D. program

A cumulative grade point average (GPA) of at least 3.0 (A=4.0) must be maintained in all graduate level courses required for the Ph.D. degree in order to obtain an advanced degree from the College of Pharmacy. Graduate level courses are defined as all courses required for the Ph.D. degree as defined either by the department and/or dissertation committee.

If a student’s GPA falls below 3.0, the student will be allowed to keep the assistantship while he/she is on academic probation, but he/she will lose tuition and fee support (GTF), per University rules (GTF will be restored once GPA is at 3.0 or above). If the student cannot raise the GPA above 3.0 after the next long semester, he/she will lose the assistantship, and along with it the right to pay in-state tuition, again by University rules. The student might also be dismissed from the program. To remediate this situation, the student, right after the GPA falls below 3.0, must find a class to take during the probation semester and make an ‘A’ grade to rise the GPA. If such a class is not found (sometimes there are difficulties in summer semester), the student may petition to the GEC for an extension of probation and the possibility of keeping the assistantship (remember that GTF is lost per University policy, although the University can be petitioned under some circumstances).

Students who receive a grade of ‘C’ or lower in 8 or more cr. Hr. of courses will be dismissed from the program. In addition, a student with an ‘I’ as the most recent grade in a graduate level course will not be eligible for graduation. A student receiving an ‘F’ in a course with 3 or more cr hr. will be dismissed from the program with no appeal.

A student receiving a ‘D’ in a course with 3 or more cr. Hr. will be dismissed unless the GEC determines that other aspects of the student’s career (e.g. high GPA, publications) warrant the student’s continuation. If the student is permitted to continue, he/she must repeat the course and achieve at least a ‘B’ grade. Failure to get a ‘B’ on the second try will result in immediate dismissal from the program. A student receiving two ‘U’ (unsatisfactory) grades in any course will be dismissed from the program.
Approved by COP Faculty, 23 October 2015

This policy applies to all Ph.D. programs offered at the departments associated to the College of Pharmacy at the University of Houston (UH). Specifically, this policy refers to all didactic courses established for those programs.

1. In order to obtain an advanced degree from the College of Pharmacy, a cumulative grade point average (GPA) of at least 3.00/B (A=4.00) must be maintained in all graduate level didactic core courses required for that Ph.D. degree. Failure to do so will automatically put the student on academic probation for the following semester and may result in loss of financial support. Once on academic probation, the student has one semester (either the next Fall semester or Spring semester) to improve his/her grades. After which, if the student’s cumulative GPA is still below 3.00, the student may have to be dismissed from the program. However, if either (1) the necessary graduate courses are not being offered during next Fall semester or Spring semester or (2) not enough graduate courses / credit hours are available to enable the student to raise their GPA to the required cumulative 3.00, then the student may petition for their probationary period to be extended for an additional semester. This petition should include detailed reasons that justify the extension as well as current transcripts. The petition should be directed to the student’s departmental Graduate Education Committee (GEC). The departmental GEC will evaluate the student’s petition and recommend whether the student should either be granted an extension of the academic probationary status or be dismissed from the graduate school program. The petition, together with the GEC recommendation, will be forwarded to the Assistant/Associate Dean of Graduate Programs of the College of Pharmacy for a final decision. The maximum duration for a probationary period is two long semesters (Fall and Spring); which corresponds to a maximum period of 12 months.

2. Graduate students are allowed to receive a grade of 'C' in no more than 8 Semester Credit Hours (SCH) throughout the Ph.D. program. Students will receive a letter of warning after they receive their first ‘C’ reminding them of this policy. Students will be automatically put on academic probation upon receipt of their second 'C' grade and will be dismissed from the program upon receipt of a ‘C’ grade pass 8 SCH.

3. A student receiving a ‘D’ in any core course with 3 or more SCH will be dismissed from the program, unless the GEC determines that other aspects of the student’s career (e.g. high GPA, publications, research progress) warrant the student’s continuation under academic probation. If the student is permitted to continue, they must repeat the course and achieve at least a ‘B’ grade. Failure to get a ‘B’ on the second try will result in immediate dismissal from the program.

4. A student receiving an ‘F’ in a course with 3 or more SCH will be dismissed from the program with no appeal.

5. A student receiving one Unsatisfactory (U) grade in any course (including any credit for research, lab rotations, seminars, special problems, and doctoral research) will be put on academic probation. A student receiving two Unsatisfactory (U) grades in any course (including any credit for research, lab rotations, seminars, special problems, and doctoral research) will be dismissed from the program. A student with an ‘I’ as the most recent grade in a graduate level course will not be eligible for graduation.

Students enrolled in PharmD/PhD program will follow this same policy described above. If they were to be dismissed from the PhD program for any of the reasons previously described, they will be still allowed to remain in the PharmD program.
5. Academic Policies and Procedures

I. Enrollment

Upon admission into the PhD program (any track), students should develop a personal degree program. Graduate courses are often not offered every semester (see degree program examples in previous pages), thus the sequence of courses in a same program/track might vary depending if the student entered the program on an odd or even year. It is advisable to present and discuss this degree program with the interim advisor/major advisor (if already designated) and the Graduate Academic Advisor (GAA). The GAA will keep a copy of the document for your records.

a. Credit Load

Students admitted into the PhD program who hold an assistantship and receive GTF are required to take 9 credit hours per long semester (Fall and spring). A doctoral student not receiving funding or an assistantship can take up to 12 credit hours per semester.

In the event that the student has to enroll during summer semester by University mandate (or due to summer graduation), the credit load is then 6 credit hours. However, summer enrollment is not mandatory to maintain the assistantship.

b. Enrolling in Courses

The students are encouraged to enroll themselves and may consult with the GAA if help is needed. There are deadlines for enrolling in courses every semester and they can change every year, but they can be easily found in the Academic Calendar section of the UH website.

Once you know what courses you need to take in the next semester (in consultation with your faculty advisor and/or the GAA), you may enroll online (MyUH) when the University opens that function near the end of the current semester. Regular didactic courses are usually straightforward and there is normally no issues during enrollment. Be aware that other courses might have one or more sections, and each section has an instructor. In some cases, such as 6X98 research courses with your faculty advisor, you must enroll in a specific section with that faculty advisor named as the instructor. If the section you need is missing, it usually means that the administrative office just overlooked it. In this case, contact the GAA and ask to have right section created. Be sure that you have enrolled for 9 hours, spring and fall (unless you have a rare form of financial aid that only allows 5), unless you are doing RCL (reduced course load, explained later). Students are not required to enroll in summer unless they plan to graduate in August, or UH needs you to do so for state funding reasons (in this case, you will be advised, and it will be paid for).

Any student that wants to take a course outside of UH will need to fill out a general petition stating why they would like to take the course. This is possible because the University has a Memorandum of Understanding and Agreement (MoU or MUA) with other Institutions to permit its students to register for courses and receive a grade that counts towards a UH degree and is used in GPA calculations. It is referred to as Inter-Institutional/Concurrent Enrollment, and it includes regional institutions that are members of the Gulf Coast Consortium (GCC). However UH has policies;

- Only a maximum of 12 cr.hr may be taken per student, not per degree
- Courses must be graduate level courses
- Student must be full-time enrolled in total (total hours equal 9)
Please consult with your faculty advisor the course(s) to be taken, and consult with the GAA for more details and forms needed. The process varies from one institution to the next. In general you need approval from the course director at the other institution, then from your faculty advisor, the chair of the Graduate Education Committee in your department and finally the UH registrar. After this, you get approval from the registrar at the other institution.

The other institutions involved are:

- Baylor College of Medicine
- MD Anderson Cancer Center
- University of Texas Health Sciences Center Houston (including UT Medical School and School of Public Health)
- Rice University
- University of Texas Medical Branch in Galveston
- Texas A&M University

If students want to drop a course, they can. But remember that the students must remain in at least 9 credit hours per semester. Additionally the student will need to submit a drop form in order to have the course dropped. Please, consult with the GAA for additional help.

**i. General Courses**

General/Didactic courses will be taken as described in the student’s degree plan. A listing of courses can be found within the graduate catalog on the PPS website at [here](#).

When designing your degree plan, please note that some required courses are not offered every semester, but only during one semester and in even/odd years. This is important to have in mind at the time of designing the degree plan, because all the didactic courses will need to be included. Students will have the opportunity to take electives within the University or outside of the PPS program. Elective courses must be chosen in consultation with the Research Advisor and the dissertation committee, and must provide meaningful knowledge to the student in the science topic of his/her dissertation.

At the time of enrolling in the elective hours, seek the help of the GAA regarding how to proceed.

**ii. Seminar Course** (PCOL/PCEU 6180, 6181, 7180, 7181)

The seminar course is not a traditional lecture course, and attendance is mandatory for all students enrolled in the PhD program at PPS. This is considered a professional development course directed at engaging students outside the classroom. The department brings in professionals within the field to deliver a research seminar and to interact directly with our students. The students are ‘strongly encouraged’ to enroll in 1 cr.hr. for this seminar course every long semester during their entire program.

In some cases, and especially later in the student’s program, adding this one credit course to the semester course schedule can cause the student to register for 10 credits instead of the traditional 9. In this case, students can reduce their credits by one eliminating this course. In any case, students will be
required to have a minimum of 4 cr. Hr. of seminar courses during their entire program (equivalent to enrollment in at least 4 long semesters).

iii. **Literature Review Course** (PCOL/PCEU 6141, 6142, 7141, 7142)

This course is designed to teach students how to do a critical review of the Pharmacological/Pharmaceutical literature, including analysis and appraisal of selected publications in a group setting.

In some cases, and especially later in the student’s program, adding this one credit course to the semester course schedule can cause the student to register for 10 credits instead of the traditional 9. In this case, students can reduce their credits by one eliminating this course. In any case, students will be required to have a minimum of 4 cr. Hr. of literature review courses during their entire program (equivalent to enrollment in at least 4 long semesters).

iv. **Research Hours**

- **Special problems** (PCOL/PCEU 6X98 or 6X99)

These are research credits that the student must take BEFORE they are formally considered doctoral students (before the student has satisfactorily passed the qualifying exams).

A maximum of 20 cr.hr of special problems research (6X98, 6X99), exclusive of specific lecture/laboratory special problem courses, may be counted toward the 38 cr. Hr. minimum research hours required.

Although not counting towards the degree, 6x98 hours in excess of 20 cr. Hr. may be taken to meet the full time enrollment requirements for employment, immigration and continuous enrollment. Full time enrollment is 9 hours in the spring and fall (long semesters), and 6 hours in the summer. Summer enrollment is not required to maintain assistantship or full time enrollment status.

- **Doctoral research/dissertation** (PCOL/PCEU 8X98 or 8X99)

These are research credits that the student must take AFTER they are formally considered doctoral students (AFTER the student has satisfactorily passed the written exam and proposal defense as qualifying examinations). PCOL/PCEU 8X98 (doctoral research) are credits taken after the qualifying exam has been passed and before the anticipated last semester of the program. PCOL/PCEU 8X99 (doctoral dissertation) are credits taken only in the last semester of the program leading to graduation.

A minimum of 18 cr.hr. of doctoral research and/or doctoral dissertation (8X98 or 8x99) must be taken to complete the research hours.
v. **Student departmental seminar**

Our programs require a departmental student seminar during the last year of the doctoral program. The purpose of this seminar is for the student to practice his/her oral and presentation skills, as well as receive valuable feedback on the research and dissertation.

The student will prepare a seminar based on his/her dissertation research results obtained thus far, and delivered in an open form to the departmental faculty and student body. This student seminar **MUST be scheduled at least the semester before the student plans to graduate.** The scheduling of the seminar must be done as soon as possible, bearing in mind that available dates may be limited.

(Note: See rubric to be used by peers and faculty for student seminar feedback in Appendices).

II. **Academic and Research Advising**

a. **Interim advisors**

New students will be assigned to interim advisors:

(1) Graduate Academic Advisor (GAA)
(2) Assistant Chair, PPS Department

Assignments will commence on the first day of orientation. These interim advisors serve the student as a source of information, guidance, moral support and assessment at the beginning of the program and until a permanent advisor is selected.

*Role of the GAA* – The GAA is responsible for confirming course enrollment every semester, processing petitions for changes or adjustments to the degree plan, coordinating degree plan, assisting with academic plans, managing student records and facilitating dialogue between students, staff and faculty. Additional responsibilities of the student’s GAA in this regard include meeting regularly with the student (at least twice per semester) to discuss course work and identify problem areas where the student might need extra assistance, ensuring that the student has met with each faculty member to discuss research interests so the student can make an informed decision about research rotation (if necessary, and not an RA); discussing the student’s various TA responsibilities and how this impacts the student’s coursework.

*Role of the Assistant Chair of PPS* – Responsibilities of the Assistant Department Chair are to assist in the orientation of the student to the department, College and University, providing encouragement to the student, and generally ease the student’s transition into the graduate program at UH. Additionally, the Assistant Department Chair will be evaluating the student at the end of each semester, including discussion of areas of improvement and for improvement. Once the student selects a permanent advisor usually at the end of the first year, the permanent advisor will directly oversee student progress. However, continuation of the GAA advisorship on an informal basis would still be necessary and encouraged.

If necessary, an advisor or the new student may request changes in the assignment. This request must be made in writing to the GEC.

Any student who wishes to switch from Pharmaceutics to Pharmacology or Med Chem, or *vice versa*, may do so during the first year only under very limited circumstances. When necessary, the GEC will oversee the requested circumstances for such a change.
b. Research Advisor

Following the completion of the first year, research rotations (if necessary), the student will select a permanent advisor. This must be a mutually agreeable decision between the student and the advisor, both of whom must sign the Appointment of Major Advisor Form, establishing a contract between them. The permanent advisor is then responsible for monitoring all aspects of the student’s academic and research progress.

*Role of the research advisor* – The Faculty Advisor/PI is responsible for the overall learning that occurs while graduate students are actively engaged in their studies and research. He/She should meet with the student at least once at the beginning of each semester to determine their plan for the academic semester, and as often as necessary to follow up on the student’s project and research advancement. The Faculty research advisor should be a mentor and role model in the field for the students.

After selection of the permanent advisor, if the student is unable to work satisfactorily with the advisor, the student may attempt to find another advisor and laboratory as long as the student is not on academic probation. However, RA and/or TA positions do not belong to the student and do not necessarily move with them. Finding another advisor implies finding also another open RA or TA position in the other PI’s laboratory as well as the approval of the GEC and Department Chair. Thus, in all instances, the GEC will review the written evaluations of the student by the advisor, review the reports of the student’s committee meetings and attempt to assist the student in either resolving the problem and/or identifying another advisor position if possible. However, in instances where this is not possible or where there is documentation of repeated notifications to the student to correct deficiencies in performance without evidence of appropriate action by the student to correct these deficiencies, it may result in the student’s dismissal from the graduate program.

c. Monitoring of Graduate Student Progress

The academic and research progress of each student is monitored initially by the Interim Advisors and subsequently by the dissertation advisor and its committee. Each graduate student must meet with their advisor and their dissertation committee at least once a year (PPS advises to meet twice a year, preferably during September and March) following the establishment of that committee. This is especially important after the doctoral candidacy has been obtained. A summary of the committee’s deliberations and recommendation following those meetings should be prepared by the student’s advisor and presented to the student and to each of the committee members. A copy of this report should be also submitted to the Assistant/Associate Dean for the Graduate Program and to the GAA and placed in the student’s file. At a minimum, the progress report should include the student’s (1) previous accomplishments, (2) current progress, (3) future plans and (4) predicted completion date. This progress report should be discussed with their faculty advisor. The faculty advisor and/or committee members are also obligated to include a narrative, as part of the student’s written progress report, describing any important issues that may affect the student’s ability to complete their dissertation. These reports will be available only to the student, Chair of the department, Assistant/Associate Dean for Graduate Program and the Program Graduate Education Committee.

d. Laboratory Rotations

Laboratory rotations are for new students joining the program as follows:

- Graduate applicants might be selected according to their research interest to join a specific laboratory and principal investigator (PI). In that case, one laboratory rotation is mandatory in that specific laboratory to assess the skills and interest of the selected student. A second laboratory rotation can be done in the same lab or a different one to learn potentially useful techniques and/or by advice of the PI.
Graduate applicants selected to the program without a specific laboratory in mind will have **two mandatory rotations** through research labs in order to (1) become acquainted with potential major advisors and committee members; (2) learn techniques and practice of research; (3) be critically evaluated by laboratory heads. Students might rotate through 2 different labs of their choice with an additional, optional rotation allowed if the student is still undecided (maximum three rotations). After the rotations, if the student is still undecided then the chair of the department will have the option to make the final decision for the student in terms of laboratory and PI assignment. In this circumstance, the GEC may also dismiss the student from the program if the student’s research abilities are deemed marginal.

If a rotation project is not completed by the grading deadline for a term, a grade of ‘I’ will be assigned, and then changed to ‘S’ or ‘U’ when the project is completed. For both type of applicants, it is possible to do poorly in rotations and be dismissed from the program.

The student in a lab rotation usually spend 6-8 weeks in a specific laboratory (or as agreed with the PI), learning about that particular research topic, gaining research experience and/or learning a specific research technique.

After rotations are done, the student is required to provide a brief written report of their research performed at the end of each rotation to their faculty and to the GEC. Similarly, faculty members will submit critical reports of student’s research abilities to the GEC for evaluation and final decision on the student’s progression.

Final grades for all Special Problems courses (rotation during first semester/research credits afterwards) will be assigned by the Assistant Department Chair at the end of the first year in consultation with the faculty of all labs through whom the student rotated. If the student does not receive at least one satisfactory grade (S), he/she will lose financial support from the department. Also, if a student receives two unsatisfactory (U) grades, he/she will be dismissed from the program.

After rotations, the student can select the lab by mutual agreement between the student and the mentor, and with the approval of the departmental Chair. An agreement form must be then completed and signed by the student and the mentor, which will be considered a contract between both.

*Note:* If major advisor does not have a doctorate earned with a dissertation (e.g. PharmD), a co-advisor with an earned doctorate must be appointed. Alternatively, a petition can be filed to the GEC to evaluate the credentials of the major advisor and decide in a case by case basis.

**e. Dissertation Committee**

Within six months of the selection of a research advisor, the student and advisor should assemble the doctoral dissertation committee. This committee will help guide the academic and research aspect of the student program.

The committee shall consist of a minimum of five members:

- Three members from the department, including the major advisor
- At least two members external to the Department and/or the University of Houston
  [the composition of the committee is detailed in the committee appointment form]

The student and major advisor will complete the appointment of dissertation committee form, signed by all member and forwarded to the GAA, which will collect the signatures from the chair of the GEC and any other necessary steps.
A hold on the student enrollment will be placed if the selection of the dissertation committee is not done by the end of the third long semester. However, at the discretion of the major advisor, designation of the external members of the committee may be delayed until one year after the selection of the major advisor. For example, if progress towards identification of the dissertation project is not sufficient, it may be difficult to identify appropriate external committee members. In this event the GEC should be notified of this decision by memo, which will be placed in the student’s file. This memo should provide a target date when it is anticipated that the external committee members can be designated. A similar procedure must be followed if other circumstances delay this milestone, always providing notification to the GEC.
6. Requirements for Doctoral Candidacy

Before full admittance into doctoral degree candidacy, the student must, of course, pass all the didactic courses necessary for the program and be in good standing regarding other required graduate credit hours. Afterwards, the student must progress through a two-step qualifying examination (QE) process that should be completed in its entirety no later than the end of the student’s sixth long semester in the graduate program.

The student must:

(1) take a written examination that addresses the student’s knowledge in the area of his/her program and dissertation research; and

(2) prepare a proposal defining his/her dissertation project, and conduct an oral defense of it. This procedure enables the dissertation committee to evaluate the student’s progress, determine areas of weakness (that may indicate a need to take an elective course in this particular area), and discuss the project direction before it is too late to make changes. Also, since the proposal will be written on the student’s dissertation topic, many students may be able to submit this as a pre-doctoral fellowship proposal. (Note: See rubrics to be used by faculty for student written proposal and student proposal presentation in Appendices).

The student may not register for Doctoral Research or Doctoral Dissertation credit hours until after the semester the student completes the written exam and oral defense requirement for doctoral candidacy. Until this is done, the student will receive credit for research activities by registering for Special Problems (PCOL 6X98 or PCEU 6X98) hours. Failure to pass both Qualifying Exams by the end of the student’s sixth long semester may result in dismissal from the program due to a lack of progress towards the completion of the degree.

I. Written Qualifying Examination

This examination will include integrative questions based upon the concepts acquired in the core courses of the student’s discipline, with an emphasis on their applicability to the student’s project. The questions are to be written so that the student can demonstrate the ability to synthesize concepts learned from several courses and apply them to new problems. Each member of the student’s committee contributes to the written examination and should assign the student readings or describe certain areas for intense study beforehand to prepare the student for the forthcoming exam.

Each question will be graded by at least two different faculty members (not necessarily committee members, rather the most appropriate faculty member within the Department). Graders return the questions to the student’s advisor within 10 days. The student must demonstrate competency by receiving a grade of at least 75% for entire test, but no less than 70% of the mean of two graders for any individual question.

If the student fails to pass the exam on the first try, she/he will be allowed to take a second exam (no later than the end of the next semester). If it is only a single question that the student fails to achieve a grade of at least 70%, the student may be allowed to retest a single question; it is up to the dissertation committee to determine how the single question will be re-tested. If the student fails on the second try, she/he will not be allowed to progress into Doctoral candidacy, but will be allowed to work for a contingency Master’s degree instead.

When successfully completed, the student will submit the form Completion of Written Qualifying form, signed by the advisor and all of the committee members.
TAKING THE COMPREHENSIVE WRITTEN QUALIFYING EXAMINATION

1. How to prepare for the exam

In addition to reading about the topics you receive from the committee members, you should also:

a. Review material for all courses you have taken during your tenure as a graduate student in the department.

b. Read and be conversant with work from the laboratory of your major dissertation advisor including work done (published and unpublished) by past and present fellow graduate students in that lab (most of the work would be directly or indirectly related to your project)

c. Review the work of each of your dissertation committee members (each is expert in some aspect of your field of study).

2. How to compose your answers

a. Write clearly and legibly with good spelling and grammar. Be sure to define all abbreviations.

b. Write your essay answers as if you were writing a review article.

c. If the question is in the form of a research problem, then write your answer as if you were writing a paper for publication (i.e.: introduction, methods, results and discussion)

d. You should be prepared to answer multiple choice or other types of objective questions, which could be part of the exam.

II. Dissertation Proposal and Defense

Students are required to prepare and orally defend a research proposal by the end of the student’s sixth long semester. The dissertation proposal should be prepared in the format of an NIH individual predoctoral fellowship (F31) grant proposal. The published instructions for Research Plan must be followed in this process with the exception that the entire proposal outside of the form pages should be typed double-spaced to facilitate reading and correction. It is expected that students will compose this document as a part of the Scientific Writing class taken in spring of their 3rd year, and in close collaboration with their chosen mentor/advisor. The student must submit a reasonably well-polished and proofed copy of the Dissertation Proposal to the advisor and Doctoral Dissertation Committee at least 14 days prior to scheduling the proposal defense. If the advisor and committee members agree that the proposal is sufficiently complete and ready, then the student may schedule the proposal defense.

The Doctoral Proposal Defense will take place in a private meeting between the student and the Doctoral Dissertation Committee. The defense will begin with a brief (approx. 30 min) presentation by the student, which summarizes preliminary data and the research proposed as the dissertation project. The committee will examine the student following this presentation. This assessment will focus on the research project proposed by the student but will not be restricted to the project. The committee may also examine the
student on relevant information related to the research project such as the literature in the area of the
research project and any relevant information from prior course work, which the student has completed.
During the oral examinations, students will be asked to defend their proposals as well as to demonstrate a
broad-based understanding of their field.

At the conclusion of the defense the committee will make their recommendation, from among the following:

(1) **Acceptance of the proposal without modification.** In this case the student will proceed with the
proposed study as outlined in the proposal. The proposal is then submitted within three days after the
defense to the Graduate Education Committee by the advisor for placement in the student's file along with the
*Approval of Proposal by Dissertation Committee* form signed by all of the committee members.

(2) **Acceptance of the proposal with modification.** In this case the dissertation committee will make
specific recommendations for modification of the proposal that must be incorporated into a revised draft of
the proposal. The revised draft of the proposal along with the *Approval of Proposal by Dissertation
Committee* form signed by all of the committee members is submitted to the Graduate Education Committee
for placement in the student's file. This should be accomplished within two weeks of the defense.

(3) **Rejection of the Proposal.** Rejection of the proposal may result from a judgment of the committee that
the proposal is inadequately developed and needs more work. In this case the student will be instructed to
re-submit the proposal to the dissertation committee. Rejection of the proposal may also result from an
inability of the student to adequately defend the proposal. In this case, the committee's determination would
be that the student is not knowledgeable enough about the proposed area of study. The students would be
instructed as to what areas required improvement and another defense would be scheduled no later than six
months after the initial defense.

The student's advisor prepares a memorandum summarizing the proposal defense and the committee
recommendations and a copy is provided to the student and each committee member. In addition a copy is
placed in the student's file. A student has 2 opportunities to successfully defend a Dissertation Proposal.
Passage with modification constitutes one attempt.

If a student fails to successfully defend their proposal on the second attempt, the student will automatically
be placed in a contingency M.S. program and the dissertation committee will recommend the appropriate
course of the research project in order to complete the M.S. thesis work. If the student has already received
an M.S. degree from the Department, the student will be dismissed from the Ph.D. program.

Both qualifying exams must be successfully completed by the end of the student’s 6th long semester.
Advancement to candidacy for the Ph.D. shall not occur until a student has written a research proposal and
successfully defended it before his/her dissertation committee.

University policy states regarding failure to complete the qualifying examination: “A department may
terminate enrollment at any time if the rate of progress is not satisfactory”. Failure to successfully complete
both qualifying exams by the end of the 6th semester will result in the student’s dismissal from the program.

*(Note: See rubrics to be used by faculty for student written proposal and student proposal presentation in
Appendices).*
III. Dissertation Research and Dissertation Credit Hour Requirements.

Each graduate student in the doctoral program in Pharmacology or Pharmaceutics is required to complete at least 18 hours of either Doctoral Research (PCOL or PCEU 8X98) or Doctoral Dissertation (PCOL or PCEU 8X99). Students may not register for these courses until they have been granted Doctoral Candidacy status by successfully passing the written qualifying examination and defending the dissertation proposal. For this reason it is very important that the dissertation committee be formed, the project identified, and the proposal be prepared and defended in a timely fashion.

IV. Seminar Requirement

A candidate in the Ph.D. program is required to present a 50-minute research seminar based on his/her dissertation research beginning in the fourth year, as a requirement for a Ph.D. in Pharmacological and Pharmaceutical Sciences. This seminar must be presented at least one semester before the student’s planned graduation. The student’s committee members (at least the local members) are encouraged to attend the seminars. Each student research seminar should be critiqued by survey of the audience, using an instrument developed by the GEC and attached at the end of this handbook (appendices).

V. Finishing the Degree

It is extremely critical that you carefully plan your degree completion. Start planning a year in advance. Before your last year, you will be queried about your graduation plans. Typically, Ph.D. students graduate in the spring of their last year (the 10th long semester) or the summer following. The college must know the numbers in order to manage financial aid. If you do not accurately predict your graduation or miss deadlines, you may lose financial aid.

The graduate program at PPS requires the student to deliver a departmental seminar during the last year. This seminar must be schedule at least the semester before your graduation (dissertation defense) or earlier. Schedule this seminar as soon as possible, bearing in mind that available dates may be very limited during the semester.

Take reduced course load (RCL) during the last semester of your program. You must be enrolled in a class during your last semester, but for Ph.D. students it can be for a reduced number of credits (3 cr. Hr.). You must file a general petition to be considered full time for the purposes of financial aid (ie. GTF). The petition must be accompanied by a signed form from the student’s faculty advisor to the Assistant/Associate Dean for Graduate Programs, guaranteeing that this will be the last semester. International students must file an additional form (the RCL form) with International Students and Scholars Services (ISSS) allowing them to take 3 cr.hr and still be considered full-time to remain in their F-1 visa.

Note 1. Most Ph.D. students do not have to enroll in the summer, but if you want to graduate in August, you must enroll in Doctoral Dissertation, 8X99.

Note 2. Consequences of not graduating after RCL are described below. GTF is never awarded to a student who takes RCL and then fails to graduate. Assistantship support, if available, must come from faculty advisor resources.

Consider these possible scenarios and their consequences regarding RCL:

- If you take 3 SCH RCL in the fall, then fail to graduate, you must enroll for 9 SCH in the spring, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition (~cost to you $4500 to $9000).
If you take 3 SCH RCL in the spring, then fail to graduate, you must enroll for 6 SCH in the summer, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition (~cost to you $3000 to $6000).

If you take 3 SCH RCL in summer, then fail to graduate, you must enroll for 9 SCH in the fall, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition (~cost to you $4500 to $9000).

This numbers are estimates based on the cost of tuition and fees for 2017. After having all this above in consideration, these below are further steps you need to follow in order to graduate:

**ii. Applying/Register to Graduate**

The student must follow all dates published by the University of Houston in the Academic Calendar to apply for graduation. This must be done online early in the semester in which they intend to defend and pay a graduation-processing fee. The deadline for submission of the intent to graduate is posted on the UH academic calendar. Early during the last semester, go online and register to graduate (MyUH account).

If you fail to graduate in the semester that you registered for graduation, you will not be able to enroll the next semester until you cancel the registration to graduate. The, you must register to graduate again. Contact your GAA to cancel a graduation registration.

**iii. Dissertation Defense Announcement**

The student must ensure that an announcement of the dissertation defense is posted on both campuses of the College of Pharmacy at least 7 days prior to the date of the defense. A copy of the defense announcement also should be sent to the Chair of the Graduate Education Committee, Dean's office, and all PPS faculty. The announcement should contain the students' name, dissertation title, advisor's name, location, date, and time of the defense.

**iv. Schedule your defense - The Dissertation Defense**

Students must successfully defend their dissertation before the dissertation committee. This oral examination emphasizes the student's dissertation and includes a comprehensive oral examination covering general knowledge in the field of specialty. The student must submit a reasonably well-polished and well-proofed copy of the dissertation to the committee at least 14 days prior to scheduling a defense. Thus, the committee will have 14 days to preview the dissertation. In the event that the committee members do not think that the quality of the work is sufficiently complete and polished, then the student will have to postpone the scheduled defense.

The defense must have an open public portion and a committee-only portion. The public portion should be presented as a seminar with ample time provided for discussion of the findings. Graduate students in Pharmaceutics and Pharmacology are expected to attend all seminars scheduled (regardless whether or not the student is enrolled in those credits) as well as each student’s departmental dissertation defense presentation.

After the defense, the committee may approve the dissertation unconditionally, or recommend revisions (major or minor). If revisions are recommended, these must be completed to the satisfaction of the committee (or of the major advisor if they so delegate) before the signature page can be signed by the committee and then by the dean of the College of Pharmacy (Dissertation title page template). This signed page is then presented to the Assistant/Associate Dean for Graduate Programs, who will send approval of the degree to the University.

When you are planning on scheduling your dissertation defense, remember that committee members are extremely busy and you will find there is often difficulty in getting them together in one place at a suitable
time. If that is the case, consider other methods to conduct the meeting. Many times the use of Skype or other such methods can be used if you have out of town members. In those cases, and with permission from the graduate education committee, it is possible for an absent member to read your document and either send questions to your faculty advisor or perform a video interview prior to the scheduled defense. Just ask the faculty advisor, committee members and especially GEC if that is ok.

**Remote employment** is sometimes an issue during the last semester of the program. If you intend to be away from campus during your final semester, you cannot be supported as a TA. You may be supported as an RA if your faculty advisor has the resources, however, special permission must be obtained at least a month prior to the beginning of the semester. Contact the Assistant/Associate Dean for Graduate programs, as some explanation and justification, and a general petition, will be required.

**International students**, if you will complete your degree requirements early in the semester and plan to begin employment between your defense and the end of the semester, you must immediately make special arrangements with the International Students and Scholars Services (ISSS) office. These take a great deal of time. Contact your GAA and ISSS office for advice on participating in OPT/CPT.

(Note: See rubrics to be used by faculty for student written dissertation and student dissertation presentation in Appendices).

v.  **Graduation Ceremony**

Although a student may be awarded a degree if all requirements are completed by the day before the end of semester (see above), these requirements must be met much earlier if the student wishes to participate in the College graduation ceremony and have his/her name printed in the graduation program. See below in completion of Ph.D. degree.

VI.  **Guidelines for Preparing the Ph.D. Dissertation**

a.  **Deadlines, Number of Copies and Electronic thesis and dissertations (ETD)**

After the dissertation has been revised to the satisfaction of the committee, three copies of the approval form are to be signed by the major advisor, the committee and the dean of the college. The Assistant Dean of Graduate Programs will certify completion of the degree upon seeing these signed approval pages, and retain one for the student file. The deadline is five days before the first day of classes of the subsequent semester in order for the student to be awarded the degree in that semester. The student will upload a revised and approved .pdf copy of the dissertation to MD Anderson Library Electronic Theses and Dissertations (ETD) by the above deadline, for a degree to be awarded in that semester. (Note: DO NOT include the signature page in the upload).

b.  **Title of Dissertation**

Your dissertation will be a valuable resource for others only if it can be located easily. Modern retrieval systems use the words in the title and sometimes a few other descriptive words to locate your dissertation. Avoid oblique references, and be sure to use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, and so on. The dissertation must be typed in an easily readable 12- point font, double-spaced. Times, Times New Roman or Arial fonts are recommended.
c. **Preparing the Abstract**

The abstract is expected to give a succinct account of the dissertation so that a reader can decide if he/she wants to read the complete work. The maximum length is 350 words. Mathematical formulas, diagrams, and other illustrative materials are not recommended for the abstract. The abstract should contain:
1. Statement of the problem; 2. Procedure or methods; 3. Results; 4. Conclusions. The abstract must be typed double-spaced on one side of the page only.

d. **Page Numbering**

Each page in the dissertation, except the title page, should be assigned a number. The following plan of page numbering is required:

1. For the preliminaries, use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with ii on the signature page; the title page counts as page i, but the number does not appear. The Roman numerals should be placed at center bottom.

2. For the remainder of the work - including text, illustrations, appendices, and bibliography-- use Arabic numerals (1, 2, 3, 4, etc.). Each page must be numbered. Use of letter suffixes such as 10a, 10b should be avoided. The numbering begins with 1 and runs consecutively to the end of the dissertation. All page numbers should be centered at the bottom. If the description of an illustration is too long to be placed on the same page, it should be placed on the previous page--not on an unnumbered page.

3. If the dissertation is composed of more than one volume, each volume should contain a title page duplicating the title page of the first volume. Further, each volume should be identified as Volume I, II, etc. The numbering may follow consecutively from one volume to another, or begin with Arabic 1 at each new title page.

e. **Margins**

1. Left - 1 1/2"
2. Right - 1"
3. Top - 1 1/2"
4. Bottom - 1 1/2"

f. **Order**

The copies of the dissertation must include the following items in the order listed:

i. Blank sheet of paper at the beginning of each copy submitted
ii. Copyright Page - Optional
iii. Title Page - Must show the month and year of graduation
iv. Signature Page - The copies must have the original signatures of the committee, the student, and the dean of the college
v. Acknowledgments - (Preface or Forward); Optional
vi. Abstract Title Page - Must show the month and year of graduation
vii. Table of Contents
viii. Text
ix. References
x. Blank sheet of paper at the end of each copy submitted for binding
g. **Text**

It is recommended that the text be arranged in the following format:

i. Introduction and Statement of the Problem
ii. Literature Survey
iii. Materials and Methods
iv. Results
v. Discussion
vi. Summary and Conclusions

h. **Reference List**

For citations in the text, give the author's name and the year of publication (e.g. Clarke, 1980; Lokhandwala and Barrett, 1983; McCalden et al., 1982). In the list of references, entries should be arranged alphabetically by author and not numbered. All authors' names should be given. The list of references should contain, in sequence, the following information: authors' names and initials, complete title of the cited article, title of the journal in which the article appeared, volume number of the journal, inclusive pagination and year of publication. Alternately, citations in the text may be numbered. The list of references is then arranged in numerical order as they appear in the text. The first reference used is number one, and each additional reference follows in numerical sequence.

Any article or book containing data from the dissertation or dissertation project that is published after the defense of the dissertation should include a note indicating that the material is, or is based upon, a dissertation submitted in partial fulfillment of the requirements for the designated degree at the University of Houston.
7. Completion of the Ph.D. degree

(Approved by COP faculty, August 5, 2016)

1. To earn a graduate degree, all required courses and research hours must be completed, along with qualifying exams, departmental seminar, dissertation/thesis defense and uploading the defended and revised document to Vireo.

2. The student will use Turnitin to check for originality, prior to submitting his/her document to the faculty advisor. The student will also provide to his/her faculty advisor the corresponding Turnitin report of the submitted document. The document must then be sent to the student’s committee two weeks prior to the proposed defense date.

3. Deadline for thesis/dissertation completion. The thesis/dissertation is not complete until it is (1) successfully defended; (2) revised according to committee specifications; (3) verified by Turnitin to be an original work; (4) uploaded to the UH library archive through Vireo; (5) approved by both the student’s faculty advisor and the GAA.

   At least **two weeks before the last grading day of the semester**, (1) upload your dissertation to the Vireo Thesis & Dissertation Submission System and (2) turn in to the Graduate Academic Advisor (GAA):
   
   - Signed committee signature page (on paper)
   - Signed form from faculty advisor (Appendix E, Completion of Thesis/Dissertation), which attests that the thesis/dissertation was revised as specified by the committee and checked by Turnitin (attach the Turnitin report to the completed the thesis/dissertation form)

   The Faculty Advisor must approve the thesis/dissertation and embargo in Vireo, before the GAA approve the thesis/dissertation. The GAA will then verify the document and approve for publishing.

   For Ph.D. students: If this deadline (two weeks before the last grading day of the semester) is missed, the student must enroll in the subsequent semester for 3 semester credit hours (SCH). There will be no Graduate Tuition Fellowship (GTF) awarded, and employment is not guaranteed. However, if the student then completes **every** degree requirement before the last day to add classes in this subsequent semester (12th class day), the student may change to 1 SCH by submitting a petition to the Assistant/Associate Dean for Graduate Program of the College of Pharmacy.

4. To participate in the graduation ceremony (‘walk’), the student must have at least obtained complete signature approval from the dissertation committee following the successful completion of the student’s dissertation defense **by the end of the final exam period**. The remaining steps (revising dissertation, uploading) may be completed later, but the student must register for the next semester as described in step 3 above.
Changing between the PCEU and PCOL degree programs
Revised 7 Sept, 2012

If a student wishes to change from the PCEU to the PCOL program, or vice versa, the process will be as follows:

The student first identifies a mentor in the other program. This mentor must provide written support of the student’s plan, and evidence that there are resources to support the student’s research. The next step depends on the student’s source of stipend:

A. If the student requests continued support as a Teaching Assistant: (i). The student submits a request to the GEC by February 1 of his/her first year requesting a change of program and mentor. (ii). The GEC will rank the student together with new applications for that fall. (The GEC does not want to deny highly competitive TA positions to applicants who may have better credentials than a current student who wants to change programs).

B. If the student has his/her own scholarship or fellowship support, or if the new mentor can fund the student’s stipend, then a request must be made before the last day of classes of the first summer semester (i.e. one year after first enrollment) to be considered by the GEC. In either case, the student must complete ALL of the courses required by the new program.
8. Program Milestones at a Glance

In order to have a satisfactory academic progress there are some program requirements, besides the graded didactic courses, that need to be completed on time. Failure to accomplish these milestones will be signaled by warnings from the Assistant Dean for Graduate Programs, and the enrollment might be placed on hold. This will not be lifted until the student presents a plan to rectify the situation. Continued problems may result in temporary employment suspension with loss of stipend, and/or loss of GTF, and possible dismissal from the program.

Below are milestones that need to be completed along the graduate program:

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>DEADLINE</th>
<th>CHECK MARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choosing a faculty advisor</td>
<td>By the end of year 1</td>
<td></td>
</tr>
<tr>
<td>Appointing a committee</td>
<td>By the end of third long semester</td>
<td></td>
</tr>
<tr>
<td>Committee meeting Year 2</td>
<td>By the end of fourth long semester</td>
<td></td>
</tr>
<tr>
<td>Taking the written qualifying exam</td>
<td>By the end of sixth long semester</td>
<td></td>
</tr>
<tr>
<td>Proposal defense – qualifying exam</td>
<td>By the end of sixth long semester</td>
<td></td>
</tr>
<tr>
<td>Committee meeting Year 3</td>
<td>By the end of sixth long semester</td>
<td></td>
</tr>
<tr>
<td>Student Seminar</td>
<td>One semester before the semester of graduation</td>
<td></td>
</tr>
<tr>
<td>Committee meeting to approve starting dissertation writing</td>
<td>At least one semester before the semester of graduation</td>
<td></td>
</tr>
<tr>
<td>Committee meeting Year 4</td>
<td>By the end of eight long semester</td>
<td></td>
</tr>
<tr>
<td>Applying to graduate</td>
<td>Early the semester of graduation (check UH calendar)</td>
<td></td>
</tr>
<tr>
<td>Dissertation to Advisor, committee, and GAA</td>
<td>At least 14 days prior to scheduling defense</td>
<td></td>
</tr>
<tr>
<td>Dissertation Defense announcement</td>
<td>At least 7 days prior to defense date</td>
<td></td>
</tr>
<tr>
<td>Dissertation defense</td>
<td>Semester of expected graduation (much before last day of semester)</td>
<td></td>
</tr>
<tr>
<td>Dissertation submission</td>
<td>Semester of expected graduation (much before last day of semester)</td>
<td></td>
</tr>
<tr>
<td>Graduation ceremony</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. APPENDICES

I. Rubric – Student written Proposal

II. Rubric - Student Proposal Oral defense

III. Rubric - Student Seminar Presentation

IV. Rubric – Student written Dissertation

V. Rubric – Student oral dissertation defense
Appendix I

Rubric – Written proposal

Instructions

Competed forms are to be treated as confidential and are to be turned to the PI, who will turn them to the Assistant/Associate Dean for graduate studies (not to the student) at the conclusion of the defense. A summary copy of the written comments and overall evaluation from the committee members will be provided to the student, the major advisor and the student’s committee members by that same office.

Student Name: ____________________  Committee Member: ____________________

Degree Program: ____________________  Major Advisor: ____________________

Date of exam: ____________________  Proposal Title: ____________________

<table>
<thead>
<tr>
<th>Written proposal</th>
<th>Do not meet expectations</th>
<th>Meet expectations</th>
<th>Exceed Expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the science proposed</td>
<td>o Argument are incorrect, incoherent, or flawed</td>
<td>o Argument are coherent, and clear</td>
<td>o Argument are superior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Objectives poorly defined</td>
<td>o Objectives are clear</td>
<td>o Objectives well defined</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Not understanding of associate literature in topic</td>
<td>o Understanding of associate literature in topic</td>
<td>o Well knowledge of associate literature in topic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Poor understanding of theoretical concepts</td>
<td>o Understanding of theoretical concepts</td>
<td>o Mastery of theoretical concepts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Limited originality</td>
<td>o Demonstrate originality</td>
<td>o Exceptional originality</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Limited creativity and insight</td>
<td>o Demonstrate creativity and insight</td>
<td>o Exceptional creativity and insight</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of the writing</th>
<th>o Writing is weak</th>
<th>o Writing is adequate</th>
<th>o Writing is publication quality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>o Numerous grammatical and spelling errors</td>
<td>o Few grammatical and spelling errors</td>
<td>o No grammatical and spelling errors</td>
</tr>
<tr>
<td></td>
<td>o Organization is poor</td>
<td>o Organization is logical</td>
<td>o Organization is excellent</td>
</tr>
<tr>
<td></td>
<td>o Document is poor</td>
<td>o Document is adequate</td>
<td>o Document is excellent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall assessment</th>
<th>o Does not meet expectations</th>
<th>o Meets expectations</th>
<th>o Exceed expectations</th>
</tr>
</thead>
</table>

Other comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
<table>
<thead>
<tr>
<th>Written proposal (Research/science)</th>
<th>Y/N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABSTRACT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides overview of study</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents only needed details</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIFIC AIMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presents what is relevant and known</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Moves to what is not known and ideas</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents a clear research question</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents preliminary experiments</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Gives overview of experimental approach</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Proposes adequate methods</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Indicates parameters of study (time, dosage, species, gender, n, etc)</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Proposes statistical approaches to evaluate outcomes, if necessary</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Gives prediction of outcomes</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Proposes additional approaches</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Present relevance of answers obtained</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FEATURES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to the limits in pages and words established by the program</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Correct use of references</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Correct use and presentation of figure/table and legends</td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
</table>

Other comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Appendix I
Appendix II

Rubric – Oral Proposal Defense

**Instructions**

Competed forms are to be treated as confidential and are to be turned to the PI, who will turn them to the Assistant/Associate Dean for graduate studies (not to the student) at the conclusion of the defense. A summary copy of the written comments and overall evaluation from the committee members will be provided to the student, the major advisor and the student’s committee members by that same office.

Student Name: ___________________________ Committee Member: ___________________________

Degree Program: ___________________________ Major Advisor: ___________________________

Date of exam: ___________________________ Proposal Title: ___________________________

<table>
<thead>
<tr>
<th>Oral proposal defense</th>
<th>Do not meet expectations</th>
<th>Meet expectations</th>
<th>Exceed Expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the presentation</td>
<td>o Poorly organized</td>
<td>o Clearly organized</td>
<td>o Very well organized</td>
<td></td>
</tr>
<tr>
<td>o Poor presentation</td>
<td>o Clear presentation</td>
<td>o Professional presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Poor communication skills</td>
<td>o Good communication skills</td>
<td>o Excellent communication skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Slides difficult to read</td>
<td>o Slides clear to read</td>
<td>o Outstanding slides</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breadth of knowledge</td>
<td>o Critical weakness in depth of knowledge</td>
<td>o Some depth of knowledge</td>
<td>o Exceptional depth of knowledge</td>
<td></td>
</tr>
<tr>
<td>o Lack of critical thinking skills</td>
<td>o Above average critical thinking skills</td>
<td>o Well develop thinking skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Presentation narrow in scope</td>
<td>o Able to draw from knowledge into several disciplines</td>
<td>o Able to interconnect and extend knowledge to multiple disciplines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Unacceptable topic presentation</td>
<td>o Acceptable topic presentation</td>
<td>o Superior topic presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of response to questions</td>
<td>o Incomplete/require prompting</td>
<td>o Responses complete</td>
<td>o Eloquent responses</td>
<td></td>
</tr>
<tr>
<td>o Arguments poorly presented</td>
<td>o Arguments well presented</td>
<td>o Arguments skillfully presented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Lack of knowledge in subject area</td>
<td>o Adequate knowledge in subject area</td>
<td>o Superior knowledge in subject area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Do not meet level expected for program</td>
<td>o Meet level expected for program</td>
<td>o Exceed level expected for program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall assessment</td>
<td>o Does not meet expectations</td>
<td>o Meets expectations</td>
<td>o Exceed expectations</td>
<td></td>
</tr>
</tbody>
</table>

Other comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Appendix III

Rubric – Student Seminar

**Instructions**: Competed forms (by students and faculty) are to be turned to the PI, who will turn them to the Assistant/Associate Dean for graduate studies (not to the student) at the conclusion of the seminar. A summary copy of the written comments and overall evaluation from the peers and audience will be provided to the student and the major advisor by that same office.

Student Presenter Name: ___________________________  Student/evaluator: ___________________________

Degree Program: ___________________________  Major Advisor: ___________________________

Date of exam: ___________________________  Proposal Title: ___________________________

<table>
<thead>
<tr>
<th>Delivery of presentation</th>
<th>Excellent (4)</th>
<th>Very good (3)</th>
<th>Fair (2)</th>
<th>Poor (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speaking skills</strong></td>
<td>Correct and clear voice.</td>
<td>Voice is clear, little fluctuation.</td>
<td>Voice fluctuates from low to clear.</td>
<td>Mumbles / voice too low, difficult to hear</td>
</tr>
<tr>
<td><strong>Audience interaction</strong></td>
<td>Audience can hear well at all times</td>
<td>Audience can hear well most of the time</td>
<td>Difficult to hear at times</td>
<td>Reads slides word for word</td>
</tr>
<tr>
<td></td>
<td>Refers/points to slides to follow presentation</td>
<td>Refers/points to slides to follow presentation</td>
<td>Reads some and refers to slides to make points</td>
<td></td>
</tr>
<tr>
<td><strong>Eye contact</strong></td>
<td>Eye contact all the time / engaged with audience</td>
<td>Eye contact majority of the time</td>
<td>Occasional eye contact</td>
<td>No or just occasional eye contact</td>
</tr>
<tr>
<td></td>
<td>No mannerisms</td>
<td>A little nervous</td>
<td>Nervous, some distracting mannerisms</td>
<td>Uncomfortable speaker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation Visuals</th>
<th>Slides and Graphics</th>
<th>Adequate visuals and layout. Uses graphics that explain and reinforce presentation</th>
<th>Cluttered visuals. Some graphics failed to explain and reinforce the presentation.</th>
<th>Confusing layout and too many graphics. Graphics do not explain or reinforce the presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization presentation</strong></td>
<td>Very easy to follow, information presented as an interesting story, very logical</td>
<td>Easy to follow, information presented in logical sequence</td>
<td>Most information presented in sequence</td>
<td>Hard to follow; jumping information</td>
</tr>
<tr>
<td><strong>Pace and length</strong></td>
<td>Well pace</td>
<td>Most of seminar well-paced Adequate (35-40 min)</td>
<td>Short (30 min) or too long (&gt;50 min) Rushed/dragging in parts</td>
<td>Too short (&lt;30 min) Rushed/dragging all the time</td>
</tr>
<tr>
<td>Content</td>
<td>Subject knowledge</td>
<td>Background Lit. review</td>
<td>Hypothesis Research Plan</td>
<td>Methods</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Demonstrate full knowledge / answered all questions with elaboration</td>
<td>Sufficient material for clear understanding and exceptionally presented</td>
<td>Challenging research question</td>
<td>Sufficient detail and exceptionally presented</td>
</tr>
<tr>
<td></td>
<td>Knowledgeable / answered all questions well</td>
<td>Sufficient material effectively presented and background clear to understand</td>
<td>Focused research question Minors flaws in research plan Good contribution to field</td>
<td>Sufficient to understand and effectively presented</td>
</tr>
<tr>
<td></td>
<td>Comfortable with information / answered most questions</td>
<td>Background dominated presentation, but clear to understand</td>
<td>Poorly focused research question Incomplete research plan Mild contribution to field</td>
<td>Enough to understand but not clearly presented</td>
</tr>
<tr>
<td></td>
<td>Does not have a grasp on subject / difficulty answering questions</td>
<td></td>
<td>Inadequate research question Incoherent research plan</td>
<td>Too brief or insufficient OR Too much detail</td>
</tr>
</tbody>
</table>

Other comments:
Appendix IV

Rubric – Written Dissertation

Instructions

Competed forms are to be treated as confidential and are to be turned to the PI, who will turn them to the Assistant/Associate Dean for graduate studies (not to the student) at the conclusion of the defense. A summary copy of the written comments and overall evaluation from the committee members will be provided to the student, the major advisor and the student’s committee members by that same office.

Student Name: ___________________________ Committee Member: _______________________

Degree Program: ___________________________ Major Advisor: ___________________________

Date of exam: ________________ Proposal Title: ____________________________

EVALUATING THE WRITTEN DISSERTATION (Document)

<table>
<thead>
<tr>
<th>Dissertation</th>
<th>Do not meet expectations</th>
<th>Meet expectations</th>
<th>Exceed Expectations</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Quality of the research performed | o Argument are incorrect, incoherent, or flawed  
o Objectives poorly defined  
o Limited originality  
o Limited creativity and insight | o Argument are coherent, and clear  
o Objectives are clear  
o Demonstrate originality  
o Demonstrate creativity and insight | o Arguments are superior  
o Mastery of theoretical concepts  
o Exceptional originality  
o Exceptional creativity and insight |
| Quality of the writing | o Writing is weak  
o Numerous grammatical and spelling errors  
o Organization is poor  
o Document is poor | o Writing is adequate  
o Few grammatical and spelling errors  
o Organization is logical  
o Document is adequate | o Writing is publication quality  
o No grammatical and spelling errors  
o Organization is excellent  
o Document is excellent |
| Overall assessment | o Does not meet expectations | o Meets expectations | o Exceed expectations |

Other comments/recommendations:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
<table>
<thead>
<tr>
<th>Written proposal (Research/science)</th>
<th>Y/N</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABSTRACT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides overview of study</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents only needed details</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIFIC AIMS and RESULTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presents what is relevant and known</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Moves to what is not known and ideas</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents a clear research question</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents experiments</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Gives overview of experimental approach</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Uses adequate methods</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Indicates parameters of study (time, dosage, species, gender, n, etc)</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Uses statistical approaches to evaluate outcomes, if necessary</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Explain results obtained from experiments</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Discuss results and significance to field</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Presents future directions</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER FEATURES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adheres to policies established by the program</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Correct use of references</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Correct use and presentation of figure/table legends</td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
</table>

Other comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Appendix V

Rubric – Presentation Dissertation Defense

Instructions
Competed forms are to be treated as confidential and are to be turned to the PI, who will turn them to the Assistant/Associate Dean for graduate studies (not to the student) at the conclusion of the defense. A summary copy of the written comments and overall evaluation from the committee members will be provided to the student, the major advisor and the student’s committee members by that same office.

Student Name: ___________________ Committee Member: ___________________

Degree Program: ___________________ Major Advisor: ___________________

Date of exam: _______________ Proposal Title: ___________________

<table>
<thead>
<tr>
<th>Oral Dissertation defense</th>
<th>Do not meet expectations</th>
<th>Meet expectations</th>
<th>Exceed Expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of the presentation</td>
<td>o Poorly organized</td>
<td>o Clearly organized</td>
<td>o Very well organized</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Poor presentation</td>
<td>o Clear presentation</td>
<td>o Professional presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Poor communication skills</td>
<td>o Good communication skills</td>
<td>o Excellent communication skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Slides difficult to read</td>
<td>o Slides clear to read</td>
<td>o Outstanding slides</td>
<td></td>
</tr>
<tr>
<td>Breadth of knowledge</td>
<td>o Critical weakness in depth of knowledge</td>
<td>o Some depth of knowledge</td>
<td>o Exceptional depth of knowledge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Lack of critical thinking skills</td>
<td>o Above average critical thinking skills</td>
<td>o Well develop thinking skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Presentation narrow in scope</td>
<td>o Able to draw from knowledge into several disciplines</td>
<td>o Able to interconnect and extend knowledge to multiple disciplines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o Unacceptable topic presentation</td>
<td>o Acceptable topic presentation</td>
<td>o Superior topic presentation</td>
<td></td>
</tr>
<tr>
<td>Quality of response to questions</td>
<td>o Incomplete/require prompting</td>
<td>o Responses complete</td>
<td>o Eloquent responses</td>
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<td>o Arguments poorly presented</td>
<td>o Arguments well presented</td>
<td>o Arguments skillfully presented</td>
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<td></td>
<td>o Lack of knowledge in subject area</td>
<td>o Adequate knowledge in subject area</td>
<td>o Superior knowledge in subject area</td>
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<td></td>
<td>o Do not meet level expected for program</td>
<td>o Meet level expected for program</td>
<td>o Exceed level expected for program</td>
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<tr>
<td>Overall assessment</td>
<td>o Does not meet expectations</td>
<td>o Meets expectations</td>
<td>o Exceed expectations</td>
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Other comments:

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1. **OVERVIEW OF THE COLLEGE AND ITS GRADUATE ACADEMIC PROGRAMS**

The major activity of the college is the Doctor of Pharmacy (Pharm.D.) program, a four-year course of study that is required of anyone who wishes to practice pharmacy in the US. There are four Pharm.D. cohorts of about 125 students each, called ‘professional students’. A professional degree is a non-Ph.D. doctorate (other examples on campus are the D.O.[Doctor of Optometry] and J.D. [Juris Doctor]).

Individual departments offer these **graduate** degrees:

- **Pharmacological and Pharmaceutical Sciences (PPS)**, offers the Ph.D. in Pharmacology and in Pharmaceutics. A Ph.D. in Pharmacology with a concentration in Medicinal Chemistry is also available.

- **Pharmaceutical Health Outcomes and Policies (PHOP)**, offers a Ph.D in that discipline.

- **Pharmacy Practice and Translational Research (PPTR)**, offers a M.S. in Pharmacy Leadership and Administration, as part of a residency program in collaboration with local hospitals.

- Pharm.D. students can study for these combined degrees: Pharm.D./Ph.D in Pharmacology, Pharm.D./Ph.D in Pharmaceutics and Pharm.D./MBA

A Graduate Education Committee (GEC) in each program is responsible for design and maintenance of their curricula, selection of students (admissions) and assuring that students successfully complete their degrees and enter good career paths.

The major function of the office of the Assistant Dean of Graduate Programs is to provide administrative support for all programs’ activities, support the admissions functions of the programs, perform assessments and to oversee quality control. The office also determines the allocation of college and university resources among the programs.

2. **IMPORTANT CONTACTS**

**Graduate Academic Advisor (GAA)**

For most issues, contact this individual, who will be able to answer questions or direct you to another source for answers.

Melissa Nieto

Graduate Academic Advisor

512A Sci & Res Building 2

mnieto3@uh.edu       (713) 743-7725
**Program Chairs**

Answer questions about academic issues, admissions, progression, and curriculum:

**PPS (PCOL & PCEU)**
MariVi Tejada-Simon, Ph.D.
551 Sci & Res Building 2
mvtejada-simon@uh.edu

**PHOP**
Hua Chen, M.D., Ph.D.
331 Texas Medical Center Bldg
hchen@uh.edu

**Department Chairs**

Responsible for many decisions regarding graduate students, especially funding.

*Pharmaceutical Health Outcomes and Policy (PHOP program)*

Rajender Aparasu, Ph.D., FAPhA
331 Texas Medical Center Bldg
rraparasu@uh.edu

*Pharmacological and Pharmaceutical Sciences (PCOL and PCEU programs)*

Douglas Eikenburg, Ph.D.
521G Sci & Res Building 2
deikenburg@uh.edu

**Central Business Business Office**

Because most students are employed and receive financial aid, the Central Business Office (CBO) of the College of Pharmacy is involved in many student affairs.

Ruby Haroon
Director, Business Operations
For many other cases (e.g. grievance, exemptions from rules, scholarship eligibility, administrative calamities)

College of Pharmacy

Assistant Dean for Graduate Programs

Brian J. Knoll, Ph.D.

521D Sci & Res Building 2

bknoll@uh.edu

Call Melissa Nieto for an appointment, and e-mail her with background information to assist us in solving your problem

3. CURRICULA

ToC

Each degree program has its own requirements, including didactic courses, electives, qualifying exams, seminars and the like. These are found at http://www.uh.edu/pharmacy/about-us/policies-and-procedures/, under Student Policies & Procedures/By Degree Program:

PHOP Handbook

Posted as Pharmaceutical Health Outcomes and Policy Graduate Program (Ph.D.)

PPS Policies and Procedures

Posted as Pharmacology and Pharmaceutics Graduate Program (Ph.D.)

4. GRADUATE ASSISTANTS

ToC

Most Ph.D. students support their studies by being employed for 20 hrs/week as a graduate research assistant or graduate teaching assistant.

Descriptions of Categories

Research Assistant (RA)

RAs are primarily responsible to their faculty advisors. RAs are expected to devote themselves full-time to coursework and research for the purpose of completing their Ph.D. degrees. In addition, faculty advisors may assign ‘side projects’ to fulfill the requirements of a contract that pays the stipend (but for no more 20 hr/wk). The source of funds is most often an external grant held by the faculty advisor (a contract, or a major project), or other sources controlled by the faculty advisor (e.g. royalties). A form detailing RA responsibilities must be signed before the fall of each academic year (Appendix A).
Teaching Assistant (TA)

TAs are immediately responsible to (1) their faculty advisors, and (2) the directors of the courses to which they are assigned. TAs assist with instruction in the Pharm.D. program, and to a very limited extent, the PHOP Ph.D. program. In addition, TAs are expected to spend significant time in coursework and research for the purpose of completing their Ph.D. degrees. The source of funding is the College of Pharmacy. TAs are supposed to work no more than 20 hrs/week, and must record their times to track this activity. For an international student, the University requires a TA to have a score of $\geq 25$ on the speaking section of the iBT (unless exempt by having a US degree). International students may be required to take the SPEAK test and score $\geq 50$ if the program feels that their English requires assessment. English courses and or tutors may be recommended. A form detailing TA responsibilities must be signed before the fall of each academic year (Appendix B).

Financial Support

Stipends

All RAs and TAs receive yearly stipends (PHOP: $23,400; PCOL and PCEU: $25,000), paid in 12 monthly installments as 0.5 full-time employees (FTE).

In general, students are TAs during the first two years, and RAs for the remaining 2-3 yrs. Due to the fluctuations in faculty funding or shifting teaching requirements of the Pharm.D. program, an RA may be moved back to a TA position, and then back to RA (or not). The Offer Letter specifies financial support and the college is bound to that commitment. No student will be denied stipend support without cause (e.g. chronically low GPA, serious misconduct).

Keeping your assistantship requires that you maintain a 3.0 GPA. If your GPA falls below a 3.0, you will be allowed to keep your assistantship while you are on academic probation (section 20), but you will lose tuition and fee support (GTF), per University rules (see below). If you cannot raise your GPA above a 3.0 after this one semester, you will lose your assistantship, and along with it the right to pay in-state tuition (by University rule). You might also be dismissed from the program. If there is a problem with finding classes to take during the probation semester, you may petition your program for an extension of probation (section 20).

The college will not employ any student as a TA beyond the 10th long semester, but support may be granted for the subsequent summer. Employment beyond this will only be permitted for Research Assistants who are supported by their faculty advisors. The University does not allow any kind of employment beyond 12 long semesters.

Graduate Tuition Fellowship (tuition and fee support)

The University pays all tuition and all required fees [except health insurance for international students]]. This benefit is called the Graduate Tuition Fellowship, or GTF (currently valued at $8,763/yr for international students [because they pay special fees] and $8,568 for domestic students). The college permits GTF only for a maximum of 10 long semesters and the following summer (or, the following fall, if the student does CPT in the summer [If funds are available]). The university will suspend GTF immediately if your GPA falls below 3.0, but it will be restored once your GPA is back to 3.0 or above. (If a student’s GPA is close to a 3.0, he/she may petition the university to keep GTF for another semester). GTF pays all fees (except health insurance) and the tuition during full-time enrollment (9 SCH in long semesters; 3-6 SCH in the summer, if required).
GTF thus varies depending on your enrollment, and your GTF is not awarded until you enroll. GTF is paid to you only at the COP tuition rate. If you enroll in courses at UH that charge more tuition, you pay the difference.

The university provides a fixed amount of GTF funding to the college each year, and there is the potential for this to be insufficient to fund all students (university policy forbids partially funding students; any student receiving GTF must have all tuition and required fees paid [except health insurance for international students]). If a shortfall is anticipated, then prior to the affected year the degree programs will decide whether any TAs or IAs should be denied GTF in order to keep within budget. In practice, programs or faculty advisors may decide to cover the shortfall. Any student who registers to graduate and then fails to do so will never again receive GTF. In such a case, the student must enroll full-time in the subsequent semester, but no GTF will be given, nor any TA stipend (an RA stipend might be given if the faculty advisor has the resources).

Normally the GTF is awarded to cover only fall and spring tuition. Summer tuition is covered only if the student is to graduate in the summer. Otherwise, students do not enroll in summers, although they are still employed as graduate assistants. The university can change this policy at any time, so be alert to this possibility.

A student receiving GTF and working 20 hrs/wk as a Graduate Assistant cannot have any other paid employment while classes are in session (see Section 7).

Research Assistants supported by their faculty advisors are guaranteed GTF, so long as they are otherwise eligible for GTF.

The College of Pharmacy GTF policy is in Appendix C.

Health insurance subsidy

All Graduate Assistants also receive $150/month as a subsidy from the college intended for the purchase of health insurance (see section 6 for more details). The college or faculty advisor pays for worker’s compensation insurance.

In-state waiver

Another form of financial aid enables non-residents to pay tuition (which is paid by GTF anyway) at the Texas resident rate (the ‘in-state waiver’). All Graduate Assistants receive this benefit (currently valued at $8,316/yr) as long they are employed as a Graduate Assistants (see above under ‘Stipends’), or, for students who are self-paying, hold a UH-approved competitive annual scholarship award of $1,000 or more. Spouses may obtain a waiver in order to take classes, usually as non-degree objective (NDO) students. Normally, graduate assistants need take no action to obtain the waiver; others however (such as spouses and scholarship students) must fill out a special form (see your GAA).

Other support

Graduate students may apply for scholarships from the COP each spring, when a solicitation is sent out. These are for one-time sums of $250-$1,000 from a diverse set of private donors and foundations; deserving students are matched to the appropriate sources by the College Graduate Education Committee.
Students are strongly encouraged to apply for predoctoral fellowships from external agencies (e.g., and especially, the NIH). **Domestic students are required to make an attempt.** Do not be influenced by faculty grumbling about funding difficulties: most agencies are delighted to encourage and fund young scientists, and success rates are relatively high (25-50%). Winning one of these is a huge boost to your career, and frees you from worry about funding your graduate studies. For PPS students, your chances of being accepted into a distinguished world-class research lab as a post-doc would increase dramatically. The PPS program trains you in scientific writing, and the college will support your application administratively.

The Assistant Dean for Graduate Programs will add funds to the award if it falls short of the usual stipend, and add $2,500/yr more as an incentive. The student’s faculty advisors also will receive a free research assistant position to fill with another student.

**University Recruiting Fellowships**

Some new students are offered recruiting bonuses to enroll in a UH-COP graduate program (e.g. Presidential-Cullen-Erhardt and the Houston Endowment fellowships). **Be aware that these awards also require the maintenance of a 3.0 GPA, and that if an award is lost due to low grades, it is not restored when grades are rectified.** This is different from the GTF, which can be restored if lost due to low grades.

**5. SATISFACTORY ACADEMIC PROGRESS**

Certain program requirements do not correspond to graded didactic courses. Such requirements, or milestones, may include (1) choosing a faculty advisor, (2) appointing a committee, (3) taking the qualifying exam on time, (4) completing research rotations. Each program will have its own such requirements. Failure to accomplish these milestones will be signaled by warnings from the Asst. Dean for Graduate Programs, then an enrollment hold, which will not be lifted until the student presents a plan to rectify the situation. Continued problems may result in temporary employment suspension with loss of stipend, and/or loss of GTF, and possible dismissal from the program.

**6. HEALTH INSURANCE**

All students receive $1,800 from the college per year to fund health insurance, paid at a rate of $150/mo. Below are just general guidelines, and we refer you to experts at Human Resources and the Student Health Center for questions about ever-changing details, requirements and costs.

**International students**

These students are required by law to have health insurance, and Student Health Insurance at the UH Health Center costs ~$2,000 per year (automatically deducted as a fee). The fee covers you for the entire year, even though ~half is paid at the beginning of the fall semester and ~half at the beginning of the spring semester. If you have dependents and/or need more coverage, contact the UH Health Center for other options:
http://www.uh.edu/healthcenter/insurance/. The student health insurance requirement can be waived if some other insurance is provided in its place (e.g. Employee Health Insurance, see below).

**US citizens or equivalent**

These students are not required by the university to have health insurance, but the college requires that you have some kind of coverage and will ask you present evidence of it. Bear in mind that you may be covered by someone else as a spouse, or as a dependent up to the age of 25.

**Employee Health Insurance**

As a UH employee, you can purchase extensive employee coverage for yourself and family, but at a higher cost than for student health insurance. Contact Human Resources to discuss this option: http://www.uh.edu/healthcenter/insurance/.

**Worker’s Compensation**

As a part-time employee, you receive no fringe benefits whatsoever. However UH does provide Worker’s Compensation coverage if you are injured on the job (classroom or lab). Please visit here: http://www.tdi.texas.gov/wc/employee/ and http://www.uh.edu/human-resources/benefits/workers-compensation/

7. **OUTSIDE EMPLOYMENT**

The Federal Government absolutely forbids international students (i.e. F-1 visa holders) from having additional employment off-campus. Their documents explicitly specify work as a Graduate Assistant for no more than 20 hours/week at specified site. An F-1 student may be deported if discovered in violation. It may be possible to work more than 20 hrs/week if the student has another on-campus appointment (called ‘overload’). Consult with the GAAs if such an opportunity arises.

For domestic students holding GTF, University policy stipulates:

‘Graduate students holding the GTF must not be employed, on or off-campus, for more than twenty (20) hours per week (50% of Full-Time Equivalent [FTE]). Any violation of this provision without prior approval by the Dean of the Graduate School will result in withdrawal of the funding during the semester in which the violation occurs by the student.

**EXCEPTION**: Approval is not required to work additional hours when class is not officially in session and/or during semester breaks and holidays.’

The Exception does not mean weekends or evenings while classes are in session. The Exception refers to the periods between semesters and spring break.

It is strongly recommended that students focus their energies on research and completing the degree. The college has gone to great lengths to secure enough financial support for Ph.D. students to reduce their need
for additional income. Working a second job compromises your ability to put in the odd hours often needed for research projects, and places stress of the relationships between students and their faculty advisors and co-workers (i.e. classmates).

Due to the State of Texas policy on Continuous Enrollment (section 14), a student may not ‘take a break’ from his/her studies for a semester (or more) to work an outside job.

8. GRADUATE ASSISTANT TRAINING

Training For all COP Graduate Assistants

As an employee of the University of Houston, you receive certain training courses online from Human Resources (HR). These are mandated by the governments of the United States or Texas, or the UH Board of Regents, and you are required to take them.

You will receive an email notification indicating that you have been enrolled in the required mandatory training, which you will be able to access by 24 hours after notification. All new or returning university employees (including faculty, staff, student workers, and temporary employees paid through the payroll system) must complete online training courses within the first 30 days of employment. In addition, there are annual repeats of the courses as refreshers. These requirements are in constant flux, and you will be notified by HR in due course.

Research Ethics

All Ph.D. students must take the course Responsible Conduct of Biological Research [RCR] (BIOL 6120), or equivalent training (see below). This is in-depth instruction for the practicing scientist, not a broad ‘Ethics in Science’ type of course aimed at the general public. See below for COP policy.

Responsible Conduct in Research (RCR) Policy:

Approved by COP faculty, 17 April, 2015

All graduate students are required to be trained in Responsible Conduct in Research (RCR).

1. To fulfill the Ph.D. course requirement, graduate students are required to take both the Collaborative Institutional Training Initiative (CITI) online training in RCR and a didactic course in RCR.

2. To fulfill the M.S. course requirement, graduate students are required to only take the CITI online training in RCR.

A. CITI Online Training:

CITI (Collaborative Institutional Training Initiative) online RCR training is a nationally recognized source for research-related training. All graduate students are required to complete a basic set of required modules within the specialty area appropriate to the nature of their research. This CITI online training is required to be completed within the first semester of enrollment. An 80 percent score is required to pass the CITI
online training quiz and to fulfill this RCR requirement. The University of Houston (UH) Division of Research (DOR) staff will verify CITI training and this course training documentation must also be provided to the Assistant/Associate Dean for Graduate Programs.

The CITI online RCR training meets the minimum requirement for all graduate students funded on National Science Foundation (NSF) and National Institute of Food and Agriculture (NIFA) grants. However, the CITI online training alone is not sufficient to meet the National Institutes of Health (NIH) training requirement in RCR. All graduate students, either Ph.D. or M.S. students, and regardless of funding or training support, must also complete didactic course training in RCR; as defined in Section-B, below. Valid CITI online RCR training must be maintained throughout the graduate student’s training.

B. Didactic Course RCR Training:

The didactic course offered at UH is BIOL 6120, currently run by the Department of Biology. This course include the following topics: scientific misconduct, plagiarism, conflicts of interest, federal regulations (biosafety, animal subjects, and human subjects; if these specific federal regulations are relevant toward student training), mentor/mentee responsibilities, data acquisition and management, authorship and publication, peer-review, collaborative research, and impact of research conduct on society. This didactic course training is required to be completed within the first year of enrollment. A letter grade of B or better is required to pass and to fulfill the RCR requirement. The course training (including the syllabus, credit hours and grade) must be documented and provided to the Assistant/Associate Dean for Graduate Programs.

The UH course BIOL 6120 currently meets the NIH training requirement in RCR. If the graduate student obtains and meets the described subjects/topic requirements from a similarly offered course and/or instruction, documentation and competency must be provided to the Assistant/Associate Dean for Graduate Programs. This competency is required to be completed within the first year of enrollment.

Training For all PPS Graduate Assistants

Safety

Most PPS students work in wet laboratories and handle human-derived products and hazardous substances at some point in their graduate careers. Training in these areas will be arranged by the GAA for new PPS students, to occur within a few weeks of classes beginning. Requirements and procedures are constantly evolving, but at present these are indicated, and are given online:

EH05: Chemical Spill and Hazardous Waste Procedures

EH06: General Laboratory Safety and Hazardous Materials Orientation

EH12: Biological Safety (includes blood-borne pathogen)

EH 21: Radioactive Materials

Individual faculty advisors also may require of their students training specific to their projects, e.g. safe handling of lasers. Contact Environmental Health & Life Safety (http://www.uh.edu/ehls/).
Animals

Most PPS students work with experimental animals (usually rodents), and specialized training is mandated (http://www.uh.edu/research/compliance/iacuc/education-and-training/).
The GAA will contact arriving first-year students about this training, which is in three components:

1. Collaborative Institutional Training Initiative (CITI) online
2. Animal Care Operations (ACO) I: Occupational Health Program Overview and ACO Facility Introduction (on-site, live)
3. Animal Care Operations (ACO) III: Research Methodologies Training (on-site, live)

Each faculty advisor has a specific protocol for his/her project, so when you go into a lab for a rotation, additional, more specialized animal training may be required.

Pedagogical Training Teaching and Research Assistants

Comprehensive general training is given to all TAs upon matriculation, and to other students as needed. This training is intended to enable TAs to assist the instructors of any professional course. A student matriculating as an RA may eventually be called upon to act as a TA (especially if there is a funding change), and will receive training at the appropriate time. Some professional courses require TAs to demonstrate or teach specific skills to Pharm.D. students. These skills will be taught by the director of the relevant courses, with assistance from the Assistant Dean’s office if required.

9. SHORT-TERM LEAVE POLICY

ToC

One of the fringe benefits not received by 0.5 FTE employees (such as TAs and RAs) is paid vacation. If you wish to take significant time off, it is best to do so between fall and spring semesters, when the university is closed. Otherwise, you must apply for unpaid short-term leave. Also, if UH Human Resources requires it, you may have to be terminated and then re-hired. If you wish to take leave while enrolled in classes, you will have to obtain permission from instructors to complete class requirements remotely, or in some other way. Contact the GAA for more information.

Short-term leave is different from Leave of Absence (LOA). In LOA, you are given permission to miss one of more semesters of enrollment; otherwise you would be in violation of State continuous enrollment requirements. With short-term leave, you remain enrolled (except in summer, when enrollment is not required).

To take short-term leave, consult the GAA for details, and a form to fill out. In general, you need permission from your faculty advisor and, if a TA, the course coordinator for whom you are working. Final approval will come from the Assistant/Associate Dean of Graduate Programs.
In addition to University of Houston (UH) holidays and end-year closure, Graduate Assistants (Teaching Assistants; TA, Research Assistants; RA and Instructional Assistants; IA) may take up to 10 working days of unpaid leave during a calendar year, additional time may be approved at the discretion of the Faculty advisor, Assistant/Associate Dean of Graduate Programs, Department Chairs and/or Course Coordinator. The maximum length of a leave, including public and school holidays, must not exceed 4 weeks and should not have more than 1 week of overlap with the official closing of Fall/Spring semesters, as defined by the school calendar. However, TAs and IAs are forbidden to be absent during Pharm.D. final exam periods. If longer periods of leave are required, combining a maximum of 2 years leave may be acceptable upon approval by the Asst. Dean for Graduate Studies. A graduate assistant who requests extended leave is required to submit a written request to justify why the extended leave is necessary. The request needs to be first approved by the course coordinator for whom they are working (for graduate students that are TAs or IAs), their advisor (for all graduate students). Final approval will come from the Assistant/Associate Dean of Graduate Programs.

10. **STUDENT PROFESSIONAL TRAVEL**

ToC

Students are provided financial support by their programs to attend one professional conference per year. There are many potential meetings to attend, but some of the major conferences are:

- **Experimental Biology (multiple societies), spring**
- **Society for Neuroscience, fall**
- **American Association of Pharmaceutical Scientists, fall**
- **American Pharmacy Association, spring**
- **International Society for Pharmacoeconomics and Outcomes Research, spring**

In order to qualify for program travel support, a student must (1) submit, and have accepted, an abstract for a poster or oral presentation on which they are first author; and (2) apply to the professional society for travel support (‘travel award’). Although a student will be funded regardless of whether they win an award, an effort must be made, since these awards are achievements that boost student careers and reflect well on the programs. (If a student’s travel is to be supported by his/her faculty advisor, these restrictions do not apply).

Pay close attention to the deadline for abstract submission (4-6 months prior to the conference). Act early to book cheaper flights and take advantage of special hotel rates (these rooms go quickly). You may need double occupancy to keep down lodging costs.

The State of Texas and the University of Houston have strict, complex and ever changing rules about travel to prevent abuses. **In general, you must begin the travel process at least thirty days prior to actually traveling.**

Each degree program or department has a unique procedure for student travel. In general, in PHOP all student travel is handled by the PHOP Program Manager (not the Graduate Academic Advisor), and in PPS, by the administrative assistant assigned to the student’s faculty advisor. These individuals receive periodic training.
to keep them up-to-date about travel policies, rules, forms and procedures. Mandatory travel workshops are given by each program to assure compliance with state and University regulations.

Always save your receipts, for everything.

11. **Course Enrollment**

**ToC**

Once you know what courses you need to take in the next semester (in consultation with your faculty advisor and/or the GAA), you may enroll online (MyUH) when the University opens that function near the end of the current semester.

You may find an enrollment hold on your account that prevents you from enrolling in courses. Sometimes we may put a hold on an account for lack of adequate progress (e.g. not choosing a faculty advisor by the required deadline) and we need to get your attention, or UH has done so because bills were not paid. In such cases, contact the GAA, who has the necessary security clearance to determine causes and suggest solutions.

Each course has one or more sections, and each section has an instructor. In some cases, such as 6X98 research courses with your faculty advisor, you must enroll in a specific section with that faculty advisor named as the instructor. If the section you need is missing, it usually means that we just overlooked it (because there are so many). Contact the GAA and ask to have the right section created.

Be sure that you have enrolled for 9 hours, spring and fall (unless you have a rare form of financial aid that only allows 5), unless you are doing RCL (see below). Students are not required to enroll in the summer UNLESS they plan to graduate in August, or UH needs you to do so for political reasons and will pay for it.

12. **Taking Courses at Other Institutions**

**ToC**

The university has a Memorandum and Understanding and Agreement (MUA) to permit its students to register for courses at other institutions and receive a grade that counts towards a UH degree and is used in GPA calculations. It is referred to as Inter – Institutional/Concurrent Enrollment, and it includes regional institutions that are members of the Gulf Coast Consortium (GCC).

Please note the following UH policies:

- Only a maximum of 12 credit hours may be taken **per student**, not per degree.
- Courses must be graduate level.
- Student must be full-time enrolled in total (total hours ≥ 9).

Discuss with your faculty advisor the course(s) to be taken.
Consult the GAA for details, as these vary from one institution to the next. In general, you need approval from the course director at the other institution, then from your faculty advisor, the Graduate Program Director (PPS or PHOP) and finally the UH registrar. After this, you get approval from the registrar at the other institution.

The other institutions involved are:

- Baylor College of Medicine
- MD Anderson Cancer Center
- University of Texas Health Sciences Center Houston (this includes the UT Medical School and the School of Public Heath)
- Rice University
- University of Texas Medical Branch (Galveston)
- Texas A&M University

13. **MEETING WITH COMMITTEES**

ToC

A suggested format for committee reports is in Appendix D

---

*Approved by COP Faculty, August 5, 2016*

Before defending the dissertation, PhD students are assessed during two distinct periods of study:

**Before doctoral candidacy**

1. Class work (grades)
2. Research rotations (where applicable)
3. Qualifying exams (written and oral)

**After doctoral candidacy**

4. During the doctoral candidacy, the student must submit progress reports following their regularly scheduled committee meetings to the Assistant/Associate Dean for Graduate Program. The information contained within these progress reports and the frequency of these reports will be decided by their individual degree programs, however the minimum requirement is one report per annum from the student. At a minimum, the progress report should include the student’s (1) previous accomplishments, (2) current progress, (3) future plans and (4) predicted completion date. This progress report should be discussed with their faculty advisor. The faculty advisor and/or committee is also obligated to include a narrative, as part of the student’s written progress report, describing any important issues that may affect the student’s ability to complete their dissertation. These reports will be available only to the student, Chairs of the Departments, Assistant/Associate Dean for Graduate Program and the Program Graduate Education Committees.
14. **LEAVE OF ABSENCE (LOA)/CONTINUOUS ENROLLMENT**

To complete the Ph.D., the state requires that a student be *continuously enrolled* from one long semester to the next (summers do not count), with no gaps. If a gap becomes necessary (mostly due to health or family matters), you can apply for a Leave of Absence (LOA). A LOA is typically for a semester or more duration, when you cannot attend classes. It can be renewed, within certain limits specified by the program. Consult first your faculty advisor, then the Chair of your graduate program. If everyone approves, speak to the Asst. Dean for Graduate Programs, who will begin administrative procedures. See [here](#) for a general description.

**Additional points:**

- If you intend to leave after beginning classes, be aware that GTF may be revoked, and that you will be refunded tuition on a sliding scale set by the University ([refunds, 2016-2017](#)). You will need to perform a term withdrawal from all of your classes. See your GAA to do this.
- **Please note that semesters taken off due to a LOA are still counted towards the 10-year limit to complete the Ph.D., i.e. ‘the clock keeps ticking’**.
- Before taking any action, *discuss with the program whether your assistantship will still be available to you upon your return*, as circumstances may change over time.

15. **TRANSFER CREDITS**

*Approved by COP faculty, 17 April, 2015*

A. Courses taken at other institutions may be used to fulfill Ph.D. course requirements under the following conditions:

1. The courses were graduate level and a ‘B’ grade or greater was obtained.
2. The courses were taken at a U.S. institution within the previous three years.
3. The courses are similar in rigor and content to those offered in the College of Pharmacy graduate programs.
4. The course cannot have been previously used to fulfill another degree.

B. The student provides the Assistant/Associate Dean for Graduate Programs with the following:

1. Original transcripts documenting the course including the grade received and the number of credit hours.
2. A syllabus, or list of topics from the course being transferred.
3. A petition explaining what COP course is to be replaced by the transferred credit. (student should request syllabi to inspect COP course content).

The Assistant/Associate Dean for Graduate Programs sends the documents to the relevant departmental Graduate Education Committee and to the relevant course director. The GEC has the option of requiring a competency exam before approving transfer.
If approved, the Assistant/Associate Dean for Graduate Programs will notify the student. The registrar makes the final determination of the number of credits.

Usually, no more than 9 SCH can be used as transfer credits. However, if a student is coming to UH with a new faculty member from another institution, up to 50% of the credits required for the Ph.D. can be transferred.

16. MANAGING THE DEGREE COMPLETION.

ToC

It is extremely critical that you carefully plan your degree completion.

Major Points:

1. Plan a year in advance. Before your last year, you will be queried about your graduation plans. Typically, Ph.D. students graduate in the spring of their last year (the 10th long semester) or the summer following, and M.S. students after 4 long semesters. The college must know the numbers in order to manage financial aid. If you do not accurately predict your graduation, you may lose some financial aid.

2. Schedule your required seminar: Some programs require a seminar during the penultimate semester. Schedule this as soon as possible, bearing in mind that available dates may be limited.

3. Take Reduced Course Load (RCL): You must be enrolled in Doctoral Dissertation during your last semester, but for Ph.D. students it can be for a reduced number of credits (3). You must file a General Petition to be considered full time for the purposes of financial aid (i.e. GTF). The petition must be accompanied by a signed form from the student’s faculty advisor to the Asst. Dean for Graduate Programs guaranteeing that this will be the last semester. International students must file an additional form (the RCL form) with International Students and Scholars Services (ISSS) allowing them to take 3 SCH and still be considered full-time to remain F-1.

   Note 1: Most Ph.D. students do not have to enroll in the summer, but if you want to graduate in August, you must enroll in Doctoral dissertation, 8X99.

   Note 2: Consequences of not graduating after RCL: GTF is never awarded to a student who takes RCL and then fails to graduate. Assistantship support, if available, must come from faculty advisor resources.

   • If you take 3 SCH RCL in the fall, then fail to graduate, you must enroll for 9 SCH in the spring, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition. The costs to you could be ~$4,500 or ~$9,000.

   • If you take 3 SCH RCL in the spring, then fail to graduate, you must enroll for 6 SCH in the summer, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition. The costs to you could be ~$3,000 or ~$6,000.

   • If you take 3 SCH RCL in the summer, then fail to graduate, you must enroll for 9 SCH in the fall, but you will not receive GTF, and an assistantship is not guaranteed, so you run the risk of having to pay full out-of-state tuition. The costs to you could be ~$4,500 or ~$9,000.

   *This is an estimate based on the current cost of tuition and fees (2017).

4. Register to graduate: Early during the last semester, go online and register to graduate (the function
should be in your MyUH account).

Note: if you fail to graduate in the semester you registered, you will not be able enroll the next semester until you cancel the registration to graduate. Then, you must register to graduate again. Contact your GAA to cancel a graduation.

5. **Schedule your defense:** As soon as is possible, arrange for your defense. Allow time to revise the document before turning it in to the college Graduate Academic Advisor (that deadline is 2 weeks before the last grading day). Committee members are extremely busy and you will find there is often difficulty in getting them together in one place at a suitable time. Consider Skype or other such methods to conduct meetings if you have out of town members (one such participant is usually allowed). It is sometimes possible for an absent member to read your document and then send questions: ask the Program if this is acceptable.

6. **Remote employment:** If you intend to be away from campus during your final semester, you cannot be supported as a TA. You may be supported as an RA if your faculty advisor has the resources; however, special permission must be obtained at least a month prior to the beginning of the semester. Contact the Assistant Dean for Graduate Studies. Some explanation and justification, and a General Petition, will be required.

7. **OPT/CPT [International students]:** If you will complete your degree requirements early in the semester and plan to begin employment between your defense and the end of the semester, you must immediately make special arrangements with the International Students and Scholars Services Office. These take a great deal of time. Contact that office and your GAA.

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**Completion of the Ph.D./M.S. Degree**

*Approved by COP faculty, August 5, 2016*

*Modified June 14, 2017 (deadline)*

1. To earn a graduate degree, all required courses and research hours must be completed, along with qualifying exams, departmental seminar, dissertation/thesis defense and uploading the defended and revised document to Vireo.

2. The student will use Turnitin to check for originality, prior to submitting his/her document to the faculty advisor. The student will also provide to his/her faculty advisor the corresponding Turnitin report of the submitted document. The document must then be sent to the student’s committee two weeks prior to the proposed defense date.

3. Deadline for thesis/dissertation completion. The thesis/dissertation is not complete until it is (1) successfully defended; (2) revised according to committee specifications; (3) verified by Turnitin to be an original work; (4) uploaded to the UH library archive.

At least two weeks before the last grading day of the semester, (1) upload your dissertation to the Vireo Thesis & Dissertation Submission System and (2) turn in to the Graduate Academic Advisor (GAA):

- Signed committee signature page (on paper)
• Signed form from mentor (Appendix E, Completion of Thesis/Dissertation), which attests that the correct document was submitted and checked by Turnitin.

The Graduate Academic Advisor will approve the thesis/dissertation after verifying the format and structure of the document, and verifying embargo options.

For Ph.D. students: If this deadline (two weeks before the last grading day of the semester) is missed, the student must enroll in the subsequent semester for 3 semester credit hours (SCH). There will be no Graduate Tuition Fellowship (GTF) awarded, and employment is not guaranteed. However, if the student then completes every degree requirement before the last day to add classes in this subsequent semester (6th class day), the student may change to 1 SCH by submitting a petition to the Assistant/Associate Dean for Graduate Program of the College of Pharmacy.

4. To participate in the graduation ceremony (‘walk’), the student must have at least obtained complete signature approval from the dissertation committee following the successful completion of the student’s dissertation defense by the end of the final exam period. The remaining steps (revising dissertation, uploading) may be completed later, but the student must register for the next semester as described in step 3 above.

17. GRIEVANCE PROCEDURE

This is described in Appendix F. Please note that this document describes the procedure to be followed at the Department and College levels, before moving (if necessary) to the University level (here).

18. ACADEMIC HONESTY

The College of Pharmacy joins the University of Houston in affirming commitments to the integrity of their academic missions. We treat academic dishonesty with the utmost of seriousness.

The College of Pharmacy follows University of Houston policies and procedures, slightly adjusted for COP circumstances (Appendix G).

Of particular concern to the college is plagiarism. The nature of plagiarism, and how it is avoided is discussed extensively at orientation, and a Plagiarism Pledge is signed by all students after that discussion.

19. CAREER DEVELOPMENT

While some Ph.D. students matriculate with a clear idea of what career they want to pursue, many do not. Recent studies have shown that only ~15% of PhD graduates in the biomedical sciences become tenure-
track faculty members. Many students are unaware of the opportunities available to them in government, industry, and in diverse other areas.

Graduates in some College of Pharmacy degree programs have immediately taken high-paying jobs in industry, however this situation can vary depending on the state of the economy and the regulatory environment, not to mention the ever-shifting health care landscape. All students can benefit from learning about career options other than those immediately in front of them. Career development at the College of Pharmacy consists of the following:

A. Individual Development Plan.

This is an element of the Science Careers web site located here: https://myidp.sciencecareers.org/

At the myIDP web site, a student creates an account, and takes surveys to assess Skills, Interests and Values. An algorithm then suggests pathways to potential careers and how to best follow them, as well as extensive references that describe the careers. Generally, it is best to start this in the first year, because you may discover that a desired career goal requires the acquisition of a certain skill set, and you would need time to acquire it before graduation. myIDP is not intended to be the sole source of career information, but it is a simple, turnkey, self-driven tool that can be very useful.

We require students to implement myIDP, and the way we track this is by asking for certificates that are generated after each module is completed and automatically e-mailed to the GAA. Note, only the certificate is sent, not the IDP itself. Confidentiality is assured by this method, and you need never reveal your IDP unless you want to discuss it with someone you trust.

B. Career-focused seminars

The degree programs sponsor seminars by alumni or by distinguished visiting faculty. Suggestions for speakers or topics are welcomed.

C. Dissertation Committee Meetings

A PhD student meets with his/her committee once or twice per year (depending on the program). At this meeting, the student is asked about his/her career plans, and dialogues occur (hopefully). A committee member may have valuable insights into certain careers or workplaces, and suggestions about skills the students should acquire. Information about career development is required in regular committee reports (section 13).

20. ACADEMIC STANDARDS

ToC

Approved by COP Faculty, 23 October 2015

This policy applies to all Ph.D. programs offered at the departments associated to the College of Pharmacy at the University of Houston (UH). Specifically, this policy refers to all didactic courses established for those programs.

1. In order to obtain an advanced degree from the College of Pharmacy, a cumulative grade point average (GPA) of at least 3.00/B (A=4.00) must be maintained in all graduate level didactic core courses required
for that Ph.D. degree. Failure to do so will automatically put the student on academic probation for the following semester and may result in loss of financial support. Once on academic probation, the student has one semester (either the next Fall semester or Spring semester) to improve his/her grades. After which, if the student’s cumulative GPA is still below 3.00, the student may have to be dismissed from the program. However, if either (1) the necessary graduate courses are not being offered during next Fall semester or Spring semester or (2) not enough graduate courses / credit hours are available to enable the student to raise their GPA to the required cumulative 3.00, then the student may petition for their probationary period to be extended for an additional semester. This petition should include detailed reasons that justify the extension as well as current transcripts. The petition should be directed to the student’s departmental Graduate Education Committee (GEC). The departmental GEC will evaluate the student’s petition and recommend whether the student should either be granted an extension of the academic probationary status or be dismissed from the graduate school program. The petition, together with the GEC recommendation, will be forwarded to the Assistant/Associate Dean of Graduate Programs of the College of Pharmacy for a final decision. The maximum duration for a probationary period is two long semesters (Fall and Spring); which corresponds to a maximum period of 12 months.

2. Graduate students are allowed to receive a grade of ‘C’ in no more than 8 Semester Credit Hours (SCH) throughout the Ph.D. program. Students will receive a letter of warning after they receive their first ‘C’ reminding them of this policy. Students will be automatically put on academic probation upon receipt of their second ‘C’ grade and will be dismissed from the program upon receipt of another ‘C’ grade that adds to the total of 8 or more SCH.

3. A student receiving a ‘D’ in any core course with 3 or more SCH will be dismissed from the program, unless the GEC determines that other aspects of the student’s career (e.g. high GPA, publications, research progress) warrant the student’s continuation under academic probation. If the student is permitted to continue, they must repeat the course and achieve at least a ‘B’ grade. Failure to get a ‘B’ on the second try will result in immediate dismissal from the program.

4. A student receiving an ‘F’ in a course with 3 or more SCH will be dismissed from the program with no appeal.

5. A student receiving one Unsatisfactory (U) grade in any course (including any credit for research, lab rotations, seminars, special problems, and doctoral research) will be put on academic probation. A student receiving two Unsatisfactory (U) grades in any course (including any credit for research, lab rotations, seminars, special problems, and doctoral research) will be dismissed from the program. A student with an ‘I’ as the most recent grade in a graduate level course will not be eligible for graduation.

Students enrolled in PharmD/PhD program will follow this same policy described above. If they were to be dismissed from the PhD program for any of the reasons previously described, they will be still allowed to remain in the PharmD program.

Note: The financial consequences of low grades are described in Section 4.
21. INTERNSHIPS

ToC

Working at a drug company, biotech firm, consultancy, etc. is an excellent way to boost your career and learn about work outside of academia. Faculty advisors report that this is the most transformative experience a student can have.

Finding a position

In some disciplines these are very easy to find, and in fact you might even be sought after. Students often find out about positions from web postings, or because their faculty advisors or other faculty members have connections.

After you have found a position

You need a letter from the prospective employer explaining the job title, salary, a basic description of job duties, hours of employment per week, job location, the start date and ending date (if known).

Domestic Students, summer

In the summer, since you are not enrolled, simply make suitable arrangements with the employer. Make sure to inform your faculty advisor and the Asst. Dean for Graduate Studies. We need to record and publicize this activity. Limitations are:

- If you are a TA, you must not leave before the end of the spring final exam period, and must return in time to resume TA duties in the fall.
- If you are enrolled in any spring course other than research hours, you must not leave before completing it.
- If the position is paid, you cannot be simultaneously employed as a graduate assistant, and we will suspend your appointment temporarily.

International Students, summer

For international students the process is considerably more complex due to immigration requirements. The activity is called Curricular Practical Training (CPT) and requires a student to register for Research Practicum. See your GAA for more details.

Fall internships, domestic and international

Due to enrollment requirements, these are even more complex to manage, and it is prudent to begin arrangements as soon as possible. Contact your GAA, who may need to reach outside of the college for expertise.

Get the process started at least 4 weeks ahead of time, if at all possible.

Your GAA will guide you through the process: it involves your home department, the Asst. Dean’s office, and the ISSSO. There may be nominal fees, but they are reimbursed in some cases (PCEU and PCOL). We are aware that sometimes offers are made on short notice.
22. LIMITS TO NUMBER OF YEARS OF GRADUATE STUDY

The State of Texas does not want anyone to be a perpetual graduate student. You must finish your Ph.D. within ten years, and Leaves of Absence do not stop the ‘clock’. See here.

23. OTHER SOURCES OF INFORMATION

The University determines many policies, and these are found here:

http://www.uh.edu/policies-graduate

Colleges have the option of modifying policies for their own particular circumstances, thus it is prudent to consult with the GAA or Asst. Dean for Graduate Programs for information about any given policy.

24. VIOLENCE ON CAMPUS

From the UH Manual of Administrative Policies and Procedures (MAPP 02.08.01):

“The University of Houston seeks to provide a safe environment for learning and work. In pursuit of that goal, university administration finds violence and threats of violence unacceptable. To foster a safe and supportive working/learning environment, the university provides police services and intervention, and -- where it is deemed appropriate -- counseling, training, and education about violence and prevention of violence for employees and students. Please see MAPP 13.01.02 for the mechanisms and offices through which these services are provided to students, staff, faculty, and visitors.”

Please note that these policies apply to all UH facilities, including the building and immediate grounds at the Texas Medical Center.
APPENDIX A

UNIVERSITY OF HOUSTON
COLLEGE OF PHARMACY GRADUATE RESEARCH ASSISTANT
RESPONSIBILITIES

1. Graduate Research Assistants (RAs) may be supported by grants awarded to their mentors, predoctoral fellowships, or other sources. Nevertheless, all RAs are monthly-paid employees of the College. This means that the employment extends from calendar date of appointment to the end of that appointment, not from the first day to the last day of classes each semester.

2. All RAs receive annual stipends (PHOP: $23,400; PPS: $25,000), paid in 12 monthly installments, as long as funds are available. The university pays all tuition and all required fees. This benefit is called the Graduate Tuition Fellowship, or GTF. All RAs also receive $150/month as a subsidy intended for the purchase of health insurance (international students are required to do so). These benefits are absolutely dependent upon grades. The university will suspend GTF immediately if your GPA falls below 3.0 or if you fail to make adequate academic progress; the programs may show more flexibility and put you on probation before removing your RA employment and stipend support. Loss of employment may require that you pay out-of-state tuition if you are not Texas resident. In the worst case, you may wind up paying out-of-state tuition ($913/SCH) and all fees with no stipend or fellowship support.

3. The university will usually not fund GTF during the summer semester; hence students do not register for courses but still maintain their assistantships. Exceptions will be made for students who must be enrolled in the summer because they will graduate in August, or because a required course is offered only in the summer. GTF will be awarded for a maximum of 10 long semesters and an additional 3 SCHs in the following summer (or fall if the student does CPT in the summer).

4. Stipend support as an RA may extend to 12 long semesters if the student’s mentor has funding for this purpose. The University does not permit assistantship employment beyond 12 long semesters.

5. RAs are primarily responsible to their dissertation mentors. RAs are expected to devote themselves full-time to coursework and research for the purpose of completing their Ph.D. degrees. In addition, mentors may assign ‘side projects’ to fulfill the requirements of a grant or contract that pays the stipend, as long as this activity does not exceed 20 hrs/wk.

6. Sometimes the grant supporting an RA may run out before studies are completed. In such an event, the degree program will make every effort to supply TA support. Such support cannot be expected to last beyond the 10th semester (+ 3 SCH the following summer), and the RA-turned-TA must comply with all policies relating to such an appointment, and undergo TA training if necessary.
7. In some special cases, an RA will be asked to serve as a TA for a semester of a specific course. During such an assignment, the student will be paid as a TA by the college at same stipend level, and then revert to RA support after the semester is over. Some training may be required.

8. RAs are expected to be available and working at all normal working times.

9. Paid employment outside of dissertation work and RA duties while classes are in session is almost never permitted except with special permission and documentation. An exception is during the summer, when internships are strongly encouraged. If an RA is found to be surreptitiously employed off campus while classes are in session, loss of GTF and assistantship may result.

10. Outside of University of Houston holidays and end of year closure, RAs may take up to ten days of unpaid leave. Approval for leave must be solicited in writing from the program GAA at least 30 days in advance, and this request must be accompanied by signed permission from the student’s faculty advisor. If the student is taking classes, approval also must be obtained from the instructor, with an explanation of how the class time is to be made up. If still longer periods are required, combining of multiple years’ time may be acceptable, at the discretion of the student’s faculty advisor and the Program Chair. Prolonged absences during a semester may require a termination and rehire, or an official university leave of absence. The programs will try to be as accommodating as possible.

    I understand and agree to meet the responsibilities outlined above.

__________________________________________________________________________

STUDENT NAME (print)

__________________________________________________________________________

STUDENT SIGNATURE DATE
APPENDIX B

UNIVERSITY OF HOUSTON
COLLEGE OF PHARMACY
TEACHING ASSISTANT RESPONSIBILITIES

The College of Pharmacy provides financial support to graduate students pursuing graduate degrees within the department in the form of Teaching Assistantships (TAs). While students supported in this manner are essential supports for the teaching activities of the College of Pharmacy Professional program, these assistantships also enable students to devote significant time to their PhD studies. Below are the responsibilities of all students supported as TAs in the College of Pharmacy.

1. All TAs are monthly-paid employees of the College. Thus employment extends from calendar date of appointment to the end of that appointment, not from the first day to the last day of classes each semester.

2. All TAs receive yearly stipends (PHOP: $23,400; PPS: $25,000), paid in 12 monthly installments, as long as funds are available. The university pays all tuition and all required fees. This benefit is called the Graduate Tuition Fellowship, or GTF. All TAs also receive $150/month as a subsidy intended for the purchase of health insurance (international students are required to do so). These benefits are absolutely dependent upon grades. The university will suspend GTF immediately if your GPA falls below 3.0; the programs may show more flexibility and put you on probation before removing your TA employment and stipend support. Loss of TA employment may require that you pay out-of-state tuition if you are not Texas resident. In the worst case, you may wind up paying out-of-state tuition ($913/SCH) and all fees with no stipend or fellowship support.

3. The university will usually not fund GTF during the summer semester; hence students do not register for courses but still maintain their assistantships. Exceptions will be made for students who must be enrolled in the summer because they will graduate in August, or because a required course is offered only in the summer. GTF will be awarded for a maximum of 10 long semesters and an additional 3 SCHs in the following summer (or fall if the student does CPT in the summer).

4. Stipend support as a TA will not be given to a student after the tenth semester (+3 SCH for a summer or fall if the student does CPT in the summer) except under extraordinary circumstances.

5. TAs are responsible for all assignments that are made by the Program Chairs and by the course coordinators with whom they are assigned.

6. TAs must exchange complete contact information with their course directors and respond immediately to any queries. TAs must always be on time for their assignments.

7. TAs are required to attend orientation and training sessions conducted by the University or the College as assigned by the Assistant Dean for Graduate Programs, the Program Chairs, or the Course Directors. There are extensive trainings given to first-year students, and more senior students may require refreshers.

8. TAs are bound by FERPA requirements as to privacy and confidentiality of information about students they are teaching. FERPA training is provided by the college and the university.

9. If for some extraordinary reason, a teaching assignment cannot be met, it is the duty of the TA to find a suitable replacement and to keep the course director informed.
10. TAs must keep track of the time they spend performing various duties to which they are assigned. Any suitable spreadsheet will suffice, and can be turned in weekly or at the semester’s end, as instructed by the program.

11. International students admitted without acceptable English credentials must take and pass the SPEAK test before or immediately upon arrival in the US. This includes any student whose Internet-based TOEFL speaking test is below 25 (even if you iBT total score is $\geq 89$).

12. In addition to teaching duties, TAs may be assigned by the Department Chair or Program Chair to assist in other ways such as equipment inventory, teaching-laboratory maintenance, or other tasks.

13. In addition to teaching or performing other assigned duties, it is expected that TAs will be working towards their degree by taking classes and doing research.

14. TAs are expected to be available when the University is open. They must check their voice mails and e-mails daily. In addition, if a TA is asked to reply to a message, he/she is required to do so immediately.

15. At the end of the semester, course directors fill out TA evaluations. The information is collated and used to assist development of the TA in areas of weakness, and to document very serious issues that may lead to loss of assistantship. Outstanding performance may lead to teaching awards.

16. Paid employment outside of dissertation work and TA duties while classes are in session is almost never permitted except with special permission and documentation. An exception is during the summer, when internships are strongly encouraged. If a TA is found to be surreptitiously employed off campus while classes are in session, loss of GTF and assistantship may result.

17. Outside of University of Houston holidays and end of year closure, TAs may take up to ten days of unpaid leave. Approval for leave must be solicited in writing from the program GAA at least 30 days in advance, and this request must be accompanied by signed permission from the student’s faculty advisor, and from the course director(s) with whom they are working. If the student is taking classes, approval also must be obtained from the instructor, with an explanation of how the class time is to be made up. If still longer periods are required, combining of multiple years’ time may be acceptable, at the discretion of the student’s faculty advisor and the Program Chair. Prolonged absences during a semester may require a termination and rehire, or an official university leave of absence. The programs will try to be as accommodating as possible.

I understand and agree to meet the responsibilities outlined above.

______________________________________________
STUDENT NAME (PRINT)

______________________________________________                         _______________
STUDENT SIGNATURE                                 DATE
APPENDIX C

GRADUATE ASSISTANT FELLOWSHIP

Approved by COP Faculty, Aug 5, 2016

Minor changes, July 2017

The Graduate Tuition Fellowship (GTF) is awarded by the College of Pharmacy with funds allocated from the University to pay all tuition and fees for eligible PhD students (but not Master’s students). The University limits GTF funding, and it is possible that not all students will be funded for all of their courses. The following are requirements and limits that pertain to this funding:

1. A PhD student must have a 3.00 grade point average (GPA) and be enrolled full-time (9 hours in a long semester). The student will pay tuition for any courses taken beyond the 9 semester credit hours (SCH) limit.

2. If the GPA falls below 3.00 at any time, GTF will be revoked immediately, and not restored until the GPA is again ≥ 3.00. If the GPA is very close to but still below 3.00, the university can be petitioned if there are extenuating circumstances and a plan to raise the GPA is outlined.

3. In addition to maintaining the 3.00 GPA, continuing students must show satisfactory progress in the degree program. Satisfactory academic progress includes the successful completion of the program deadlines for taking the qualifying exam, selection of a mentor and appointment of a dissertation committee. Undue delays in meeting these requirements will result in the loss of GTF.

4. Students who enter a PhD program with a Master’s degree may hold the GTF for no more than 8 long semesters, unless the Master’s degree is not in a relevant discipline (these cases may be petitioned to the Department’s GEC then to the Assistant/Associate Dean for Graduate Programs and then submitted for approval to the university). Students who enter the PhD program directly from the baccalaureate may hold the fellowship for no more than 10 long semesters, and the following summer or fall (but no more than 3 SCH beyond the 10 long semesters). Due to funding constraints, summer GTF for Teaching/Instructional Assistants is not guaranteed.

5. PhD students with GTF must not be additionally employed off-campus, except when classes are either not in session or when the student is not enrolled in classes (i.e. between fall and spring semesters). Violation of this provision will result in withdrawal of the funding during the semester in which the violation occurs.

6. Graduate Research Assistants are guaranteed GTF, as long as they meet the GPA requirement and are making adequate academic progress.

7. GTF will pay only the current COP rate per SCH in the fall and spring semesters regardless of where the course is taken. For a summer course (when permitted) the student should consult the Assistant/Associate Dean for Graduate Program.

8. Unexpected student dynamics may cause the GTF allocation to be insufficient. The amount of the GTF funds will be known by spring of each year. The college Graduate Studies Committee (GSC) in conjunction with the Department Chairs and the GEC Chairs will determine the teaching assistants (TAs) or instructional assistants (IAs) who may have their spring or summer GTF discontinued, should GTF funds be limited, including, for example:
a. The most senior of students (since they are likely to be in the last semester and taking only 3 SCH).

b. Students who register to graduate and take RCL in a semester and then fail to do so. GTF in the subsequent semester will not be awarded.

Additional criteria for determining GTF allocation, during a period of limited GTF funds, will be determined based on the student’s performance and merit. These criteria include factors such as GPA, publication record and awards.

9. GTF is not paid in the summer because the student is not required to be enrolled. A possible exception is base years (even numbers). Summer GTF may be awarded: (1) If a required course is offered only in summer; (2) If a student plans to graduate in August and therefore must be enrolled in the summer (unless a student took a reduced course load (RCL) in the spring).

10. Funds from sources other the GTF allocation may be used to pay a student’s tuition and fees under individual circumstances. A student’s faculty advisor should consult with department chairs as to the availability of other funding sources.
Student name: ______________________

Cohort (Program/Emphasis): _________

Mentor name: ______________________

Meeting number: _____

Date of this meeting: __________

Date of last meeting: __________

Academic progress report (classes completed and still remaining):

Career development activities (e.g. internships, workshops, training, networking, job searches):
Accomplishments since last meeting (e.g., abstracts, MSS, awards, fellowships, scholarships):

Project progress report:
Future plans to complete degree:

Projected Completion Date (academic year and semester): ___________

Mentor signature ______________________________

Student signature ______________________________
CERTIFICATION OF THESIS/DISSERTATION

Student name:

Faculty Advisor name:

Title of thesis/dissertation:

Program:

Date defended:

The student’s faculty advisor certifies that this document:

- is that which was defended by the degree candidate
- was corrected as required by the committee
- contains all of the sections required by program guidelines
- is in the most appropriate format
- has been verified by Turnitin to contain no plagiarized material (attach identity report)

To the best of my knowledge, this thesis/dissertation contains accurate and reproducible data.

Faculty Advisor Signature: ______________________________

Date: ______________

Following receipt of this form, the Graduate Academic Advisor will approve the uploaded dissertation.

Revised 14 June 2017
Appendix F

Graduate Student Grievance Policy: College of Pharmacy reviewed by the Graduate Studies Committee, and UH Counsel passed by faculty, 19 Sept 2016

Grievances resulting from academic related matters between students and faculty are handled according to the university-wide procedure described in the Graduate Catalog. Prior to University-level action however, an attempt to resolve the grievance within the College of Pharmacy must be made. The student should first attempt to resolve the grievance with the faculty member informally. If an acceptable solution cannot be agreed upon, the grievance should be presented in writing along with supporting documentation to the Chair of the Department’s Graduate Education Committee (GEC). If this committee has any student representative, he/she must be excused. This formal grievance must state (1) when the student discovered the issue, (2) describe the grievance, (3) provide evidence to support the grievance, and (4) indicate the desired resolution. The formal grievance must be filed no later than 30 calendar days from the point in time when the grievant had knowledge or should have had knowledge of the problem being grieved. If the Chair of the GEC is the object of the grievance, that person will be excused and a designated member of the GEC will serve in his/her place for this matter.

The Chair of the Department’s GEC (or designee) will acknowledge and confirm receipt of the grievance and will inform and share all documents with the members of the GEC. The Department’s GEC (see Department’s bylaws for composition of committee members), upon evaluation of the documents, will initially attempt to mediate the grievance. The GEC may request additional information, arrange meetings, or assist in other methods of resolution as outlined in the Graduate Catalog. The GEC will arrive at a decision acceptable to both parties within 10 working days from the day the grievance was filed. The Department Chair will be advised of the situation before the resolution is finalized and will also be bound by it when final.

If an acceptable resolution cannot be reached, the Department’s GEC will hold a formal hearing, with all parties involved, and recommend a resolution to the Department Chair within 30 calendar days after the failed mediation. The Department Chair may accept the recommendation of the Department’s GEC, return the grievance to the faculty for further consideration, or resolve the grievance in another manner. The Department Chair must make a decision within 10 working days of receiving the written recommendation, notifying all parties of the decision in writing. A written record of the entire process (including the original grievance filed, all responses and evidence, and the final report of the outcome) will be kept on file in the department until graduation of the student. If the Department Chair is the object of the grievance the Vice Chair will serve in his/her place, or if there is no such person, the GEC chair.

In the event that either party involved in the grievance is dissatisfied with the outcome of this process, that party may file a formal written appeal with the College of Pharmacy Graduate Studies Committee (GSC). The College GSC is composed of four college faculty members and three graduate students, all of whom have voting rights. The student representing the program from which the grievance originates will be excused. This committee will have 10 working days to take action on the appeal as described above and forward their recommendation to the Dean of the College of Pharmacy. The Dean may accept the recommendation of the College of Pharmacy GSC, return the appeal to the committee for further consideration, or resolve the appeal in another manner. The Dean must make a decision within 10 working days of receiving the College of Pharmacy GSC’s recommendation, notifying all parties of the decision in writing.

If either party involved is dissatisfied with the outcome of the College process, they may petition for a University level review as described in the Graduate Catalog.
ARTICLE 1. GENERAL PROVISIONS

1.1 **Rationale.** The University of Houston can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty. It is recognized, however, that a large university will include a few students who do not understand, appreciate, and practice these principles. As a consequence, alleged cases of academic dishonesty will inevitably occur, and students will be accused. The following procedures are designed to handle these cases in fairness to all concerned: the accused student, the faculty, and the University of Houston.

1.2 **General Jurisdiction.** Matters relating to academic honesty are within the general jurisdiction of the senior vice president for academic affairs and provost. Allegations of scientific misconduct against students engaged in research supported by funding from the University of Houston or other sources will be handled according to the University of Houston Ethical Conduct in Academic Research and Scholarship Policy (To obtain a paper copy, contact the Division of Research at 713-743-9222 or at www.research.uh.edu).

1.3 **College with Jurisdiction.** Specific jurisdiction in academic honesty matters rests in each college of the University of Houston. The college with jurisdiction is determined by the course in which dishonesty occurs. If the student involved majors in a college other than that offering the course, the college offering the course has jurisdiction. If the college with jurisdiction cannot be determined from the relationship between the alleged actions of a student or group of students and a particular course, then the provost will designate which has jurisdiction.

1.4 **Colleges to which the Policy Applies.** The policy on academic honesty applies to all colleges within the university. However, any college may present to the provost a code separate from this university policy. After approval by the provost, and after such publication as the provost shall direct, academic honesty matters over which that college has jurisdiction shall be governed by that code. Honor systems within the professional colleges are especially encouraged.
1.5 **Questions Regarding Applicability of Policies.** All questions regarding the applicability of college codes or University of Houston policy or special provisions of either shall be determined finally by the provost.

1.6 **Compass of Actions Taken Against Students.** Actions taken against students are university-wide in their effect, unless otherwise specified.

1.7 **Faculty or Instructor of Record Responsibility.** Faculty or instructor of record shall have the responsibility of reporting incidents of alleged academic dishonesty through their departmental hearing officer to their college hearing officer.

1.8 **Proctor or Teaching Assistant Responsibility.** Proctors or Teaching Assistants shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor of record involved, or to the appropriate authority if the alleged act is not associated with a specific class.

1.9 **Student Responsibility.** Students shall have the responsibility of reporting incidents of alleged academic dishonesty to the instructor of record involved, or to the appropriate authority if the alleged act is not associated with a specific class.

1.10 **Purpose of Procedures.** The purpose of these procedures is to provide for the orderly administration of the Academic Honesty Policy consistent with the principles of due process of law. Reasonable deviations from these procedures will not invalidate a decision or proceeding unless the provost determines, upon written appeal from the accusing and/or accused parties, that the deviation will result in prejudice to one or more of the parties involved.

1.11 **Amendment of Policy.** The academic honesty policy shall be reviewed every two years by a joint sub-committee comprised of representatives of both the Undergraduate Committee and the Graduate and Professional Studies Committee. Any amendments to the academic honesty policy must be approved by both Committees.

1.12 **Definitions.**

1.12.1 **Class Day.** Class days, for purposes of this policy, are defined as days the University of Houston is open and classes are meeting (excluding Saturdays) as posted in the university academic calendar, excluding professional colleges and programs.

1.12.2 **Internal Use.** Internal use defines who has access to a student's records. Records for internal use will be released only to University of Houston officials who have an educational purpose to know the information included in the student's records.

1.12.3 **Academic Record.** Academic record includes documents, forms, copies, reports, statements, recordings, etc. that are acquired while a student attends the University of Houston. The information is available to outside sources according to the procedures established by the Family Education Rights and Privacy Act.

1.12.4 **Sanction.** Sanction means the penalty assessed for a violation of the Academic Honesty Policy.
1.12.5 **Instructor.** Instructor refers to a faculty member, lecturer, teaching assistant, or teaching fellow in charge of the section in which an alleged violation of this Academic Honesty Policy has occurred. Such individuals will typically be the instructor of record of the course section in question. In instances where this is not the case, instances of alleged cheating should be reported to the instructor of record.

1.12.6 **Departmental Hearing Officer.**

Departmental hearing officer refers to the person responsible for facilitating the departmental procedures related to the alleged violation(s) of the academic honesty policy. Typically the department chair serves in the role or an individual designated by the department chair.

1.12.7 **College Hearing Officer.** The college hearing officer is designated by the College of Pharmacy Assistant/Associate Dean for Graduate Programs and is responsible for facilitating the college procedures related to the alleged violation of the academic honesty policy.

1.12.8 **Student.** Student refers to any individual who has ever registered and paid (made a complete payment or has made at least one installment payment) for a course, or courses at the University of Houston. This definition would normally include undergraduate students, graduate students, postbaccalaureates, professional school students and individuals auditing courses.

1.12.9 **Waiver of Departmental Hearing.** Students with no academic honesty violations on record may have the option to waive a departmental hearing under agreement with the instructor and departmental hearing officer. Waiver of departmental hearing is not an option for cases involving sanctions of disciplinary probation or that require a college hearing [see Article 5.01a].

1.12.10 **Waiver of Automatic College Hearing.** Departmental sanctions of suspension or expulsion require an automatic college hearing. Students wishing to waive the college hearing and thereby accept such sanctions must review and sign a waiver form issued by the Dean of Students Office (see Article 5.04).

1.13 **Notification.** All required written notices shall be addressed to the student via their UH email. It is the responsibility of the student to keep his/her destination email address up to date on his/her student record (my.uh.edu). A notice properly addressed and so sent shall be presumed to have been received by the student.

1.14 **Retaliation.** The University of Houston prohibits retaliatory action against persons who report incidents of alleged academic dishonesty under this policy, are suspected of having reported incidents of alleged academic dishonesty under this policy, who are identified to serve or have served as witnesses in any academic honesty proceeding, or who are identified to serve or have served on an Academic Honesty Panel. Any acts of retaliation will be referred to the appropriate office for review and response.
ARTICLE 2. PREVENTIVE PRACTICES

2.1 Preventive Measures. Instructors can help students comply with the academic honesty policy by minimizing temptation to act dishonestly. Measures instructors should consider are:

a. Maintaining adequate security precautions in the preparation and handling of tests;

b. Structuring the type and sequence of examination questions so as to discourage dishonesty;

c. Providing ample room for proper spacing of students during examinations, when possible;

d. Monitoring examinations, especially in large classes and in classes where not all students are known to the instructor or the assistant;

e. Making clear to their students the rules concerning the use of electronic devices;

f. Making clear to their students, in writing, what constitutes academic dishonesty, particularly in those classes where group activities (laboratory exercises, generation of field reports, etc.) are part of the instructional process;

g. Requiring students to submit their own work and defining for their students particular aspects of dishonesty, such as plagiarism and self-plagiarism;

h. Requiring students to show a picture ID and sign major assignments and exams; and

i. Helping raise consciousness of the issue of academic honesty by asking students to sign an honor pledge in the first week of class and to write a short honor pledge in their own hand on their major assignments.

ARTICLE 3. CATEGORIES OF ACADEMIC DISHONESTY

3.1 Application of the Academic Honesty Policy. This policy applies to those acts of dishonesty committed by a student while enrolled at the University of Houston.

3.2 Academic Dishonesty Prohibited. “Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston or by a course instructor to fulfill any and all academic requirements. Academic dishonesty includes, but is not limited to, the following:

Plagiarism
a. Representing as one’s own work the work of another without acknowledging the source (plagiarism). This would include submitting substantially identical laboratory reports or other materials in fulfillment of an assignment by two or more individuals, whether or not these used common data or other information, unless this has been specifically permitted by the instructor. Plagiarism includes copying verbatim text from the literature, whether printed or electronic, in written assignments, candidacy exams, and theses/dissertations;

**Cheating and Unauthorized Group Work**

b. Openly cheating in an examination, as copying from another’s paper;

c. Being able to view during an examination, quiz or any in-class assignment an electronic device that allows communication with another person, access to unauthorized material, access to the internet, or the ability to capture an image, unless expressly permitted by the instructor;

d. Using and/or possessing “crib notes,” as unauthorized use of notes or the like to aid in answering questions during an examination;

e. Giving or receiving unauthorized aid during an examination, such as trading examinations, whispering answers, and passing notes, and using electronic devices to transmit or receive information;

f. Securing another to take a test in the student’s place. Both the student taking the test for another and the student registered in the course are at fault;

**Fabrication, Falsification, and Misrepresentation**

g. Changing answers or grades on a test that has been returned to a student in an attempt to claim instructor error;

h. Using another’s laboratory results as one’s own, whether with or without the permission of the owner;

i. Falsifying results in laboratory experiments;

j. Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible;

k. Representing oneself as a person who has earned a degree without having earned that particular degree
Stealing and Abuse of Academic Materials

1. Stealing, as theft of tests or grade books, from faculty offices or elsewhere, or knowingly using stolen tests or materials in satisfaction of exams, papers, or other assignments; this includes the removal of items posted for use by the students;

m. Mutilating or stealing library materials; misshelving materials with the intent to reduce accessibility to other students;

Complicity in Academic Dishonesty

n. Failing to report to the instructor or departmental hearing officer an incident which the student believes to be a violation of the academic honesty policy;

Academic Misconduct

o. Any other conduct which a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

ARTICLE 4. SANCTIONS

4.1 Sanctions. The sanctions for confirmed violations of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions.

Sanctions may include, but are not limited to: a lowered grade, failure on the examination or assignment in question, failure in the course, probation, suspension, or expulsion from the University of Houston, or a combination of these.

If a sanction of probation or suspension is assigned, it must have a specified starting and ending date, unless the sanction is expulsion, in which case, an end date is not specified. Students are not permitted enrollment under sanctions of suspension and expulsion.

A student who is found to have violated the Academic Honesty Policy at the departmental or college level before the end of an academic term may remain enrolled in the course at issue while any appeal provided for under this policy is pending. Sanctions do not become final and may not be applied while any appeal provided for under this policy is pending. Once a sanction becomes final, if the case occurs in a college outside of the student’s college, the department hearing officer/college hearing officer will notify the College of Pharmacy Assistant/Associate Dean for Graduate Programs.

A doctoral student receiving a sanction of suspension must file a leave of absence for the duration of the suspension, in accordance with the continuous enrollment policy as specified in the Graduate Catalog.
Students may not receive a W for courses in which they have been found guilty of a violation of the Academic Honesty Policy.

If a W is received prior to a guilty finding, the student will become liable for the Academic Honesty penalty, including F grades.

4.2 **Probation, Suspension, and Expulsion.** The terms probation, suspension and expulsion as used herein refer to these sanctions only as they are imposed as a result of violations of this Academic Honesty Policy. All policies and procedures for the imposition and appeal of these sanctions are contained within this policy.

### ARTICLE 5. DEPARTMENTAL HEARING

5.1 **Departmental Hearing.** When an instructor has reasonable grounds to believe that a student has committed an act of academic dishonesty, the instructor shall notify the departmental hearing officer of the concerned department, in writing, within five class days of discovery.

Students who believe they have observed an act of academic dishonesty shall report the incident to the instructor, as soon as possible, who shall then report the incident in writing to the departmental hearing officer within five class days.

The Departmental Hearing Officer will check to see if the accused student has any prior violations of academic honesty listed with the Provost Office. A student is eligible for a waiver of departmental hearing only if he/she has no prior waiver of departmental hearing and no previous findings of violation of the Academic Honesty Policy. a. **Waiver of Departmental Hearing.**

Upon notifying the departmental hearing officer of the alleged violation, the faculty member shall have the option of suggesting to the departmental hearing officer a sanction for the alleged violation of the Academic Honesty Policy that would, if acceptable to the student, instructor, and departmental hearing officer, preclude a departmental hearing. Such sanctions would normally include reduced or zero credit for a test assignment, a grade of “F” in a course, or other such agreed upon sanctions. Sanctions involving disciplinary probation or sanctions requiring a college level hearing cannot be used.

In cases for which the instructor suggests a sanction so as to preclude the departmental hearing, within five class days of receiving the instructor’s report the accused shall be notified, in writing, by the departmental hearing officer informing the accused student of the nature of violation, the recommended sanction, and ask the student to select between the choice of: (1) admitting the alleged academic honesty violation, waiving the formal departmental hearing, and accepting the associated sanction; or (2) proceeding to a formal departmental hearing.

The waiver of a departmental hearing must be agreed to by the instructor, the student, and the departmental hearing officer. In the event that all three cannot agree to a waiver, the case must be moved to a formal departmental hearing.
The waiver of a departmental hearing is agreed to by completing a Departmental Hearing Waiver form that must be signed by the student, instructor and departmental hearing officer. Upon agreement of the waiver of departmental hearing, a copy of the completed waiver form will be shared with the College of Pharmacy Assistant/Associate Dean for Graduate Programs and the Provost Office to be included on a list of recorded cases of academic honesty violations. Following graduation, the student can request that his/her name be removed from these lists. An agreement to settle an academic honesty infraction via a waiver of the formal departmental hearing will not result in any record being kept that is reflected on the student’s transcript.

If the departmental hearing officer has not received a response from the student within 10 class days of the notification of these options, the departmental hearing officer shall, within the next five class days, schedule a departmental hearing.

b. Departmental Hearing Procedures.

In case a waiver of a departmental hearing is not an option, the departmental hearing officer shall, within 10 class days of receiving the instructor’s report, schedule a departmental hearing. To schedule a departmental hearing, the departmental hearing officer shall notify the instructor, the accused student and the accusing party, if other than the instructor, of the nature of the alleged violation and the time and date of the hearing as provided in Article 1.13. Should any of the parties fail to appear, without good cause, at the departmental hearing, the departmental hearing officer may render a decision in their absence.

Both the instructor and the student shall have an opportunity to present their cases during the above hearing. This may include the introduction of documents and/or physical evidence as well as statements from individuals who have knowledge of the circumstances. If either party intends to have individuals appear at the hearing for such statements, the departmental hearing officer must be notified at least three class days before the hearing. Both parties have an opportunity to examine the documents pertaining to the alleged violations during the hearing.

If either party intends to have legal counsel attend the hearing, the departmental hearing officer must be notified at least three class days before the hearing. The hearing cannot be held with such counsel in attendance unless a representative from University of Houston legal counsel is also present. If either party will be advised by legal counsel, this individual may attend the hearing but shall not directly participate in the hearing or enter into discussion with the parties present.

If physical evidence or witness testimony is presented in a departmental hearing, and if either party needs reasonable time to review the evidence and/or consider the witness testimony, either party may request a postponement of the departmental hearing. Decisions on postponement of the hearing will be made at the discretion of the departmental hearing officer.

The departmental hearing officer shall render a decision within three class days after the hearing and forward copies of the decision to the student, instructor, and college hearing officer of the college responsible for the course in which the alleged violation occurred. Both
the accused student and the instructor have equal option of appeal if the decision of the departmental hearing officer is not acceptable.

If a written appeal is not received by the college hearing officer of the college within ten class days of the decision at the departmental level, the action recommended by the departmental hearing officer shall be implemented and the Provost Office shall be notified of the outcome of the case [see Article 8.02]. A departmentally recommended sanction involving suspension or expulsion shall be reviewed in a college hearing unless such hearing is waived as provided in Article 5.04 below.

5.2 **Group Violations of the Academic Honesty Policy.** At the discretion of the departmental hearing officer, in instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, the case against the whole group will be dealt with at a single hearing. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her statement to the departmental hearing officer separately. If requested by the presenting student, such statements shall be presented outside the hearing of the other students.

5.3 **Waiver of Automatic College Hearing.** If a student wishes to accept a departmentally recommended sanction of suspension or expulsion, he or she may submit a written waiver form to the college hearing officer no later than 10 class days after being notified of the departmental decision. The waiver form is issued from the Office of the Dean of Students only after the student has met with the dean of students (or his/her designated representative), who will ensure that the student is aware of his/her rights in the appeal process. The college hearing officer shall then implement the departmental decision and notify the appropriate parties of the disposition of the case within five class days of receipt of the waiver request. The sanction is considered a college level decision.

5.4 **Conflict of Interest.** When departmental or college hearing officers are themselves party to a case, they shall in no way participate in the administration of the policy in that case. Such responsibilities shall pass to faculty and administrators not directly involved in the case.

**ARTICLE 6. COLLEGE HEARING**

6.1 **College Hearing.** If either the student or the instructor wishes to appeal the decision of the departmental hearing officer, he or she must file a written request for a hearing with the college hearing officer within 10 class days of the departmental hearing officer’s decision. Within 10 class days of receipt of such a request, the college hearing officer will set a time, date and place for the hearing. The college hearing is a de novo hearing in which the Panel must consider all the evidence on all the issues presented in the appeal as though no previous action has been taken.

6.2 **College Hearing Officer.** The college hearing officer shall be appointed by the College of Pharmacy Assistant/Associate Dean for Graduate Programs. Typically the college hearing officer will be appointed for a full academic year. Correspondence with the college hearing officer should be addressed to the office of the College of Pharmacy Assistant/Associate Dean for Graduate Programs.
6.3 **Duties of the College Hearing Officer.** It shall be the duty of the college hearing officer to:

a. Select a college academic honesty panel;

b. Set and give notice of the time and place of the college hearing;

c. Conduct the hearing in an orderly manner so that both sides are given an opportunity to state their case;

d. Rule on procedural matters;

e. Leave the hearing room during the panel’s deliberations but remain available to answer questions on procedural matters; and

f. Prepare and submit one copy of the decision to the College of Pharmacy Assistant/Associate Dean for Graduate Programs, one copy to the provost, and one copy to the dean of the Graduate School for matters involving graduate students. The college hearing officer shall not take part in the vote or otherwise participate in the deliberations of the panel.

6.4 **Academic Honesty Panel.** The college academic honesty panel shall consist of two faculty members and three students. The panel will be selected by the college hearing officer from faculty and currently enrolled students from the accused student’s academic peer group in the college. Faculty and students serving on the panel should be from the college in which the alleged violation occurred, and preferably from departments outside of either parties’ academic department or program, where possible. The chair of the panel shall be a student appointed by the college hearing officer.

6.5 **The Dean of Students.** The dean of students, or his or her designee, shall be required to attend all college hearings to serve as a University of Houston resource person. This individual shall not have a vote at a college hearing or be present during the deliberations of the panel.

6.6 **College Hearing Procedure.**

a. The date of the hearing must be adhered to. Any delay must be approved by the college hearing officer. Only documented, extenuating circumstances will be considered.

b. Three class days prior to the hearing, all parties notify the college hearing officer in writing of the names of their witnesses, if any, and the subject of their testimonies. At that time, the
parties will also submit a copy of the documents they intend to present during the hearing. Upon request, the college hearing officer will make available to the parties the information and documents referenced in this section.

c. The hearing shall have an audio recording. The parties involved may obtain a copy of the recording from the college hearing officer at the expense of the requesting party.

d. The hearing shall be held in two phases. The first phase is the determination of violation, followed, if necessary, by the sanction phase.

e. All parties shall be afforded the opportunity to present statements, pertinent documentation and witnesses and have an opportunity to examine the documents pertaining to the alleged violations during the hearing.

f. All parties shall have the right to advice of counsel of choice. If either party intends to have legal counsel attend the hearing, the college hearing officer must be notified at least three class days before the hearing. The hearing cannot be held with such counsel in attendance unless a representative from University of Houston legal counsel is also present. If either party will be advised by legal counsel, this individual may attend the hearing but shall not directly participate in the hearing or enter into discussion with the parties present.

g. The cases presented to the panel must be made by the accusing individual and the accused student. The instructor or other individuals who reported the alleged misconduct shall present the relevant information, including statements by witnesses. The accused student shall then present his/her statement and relevant information, including statements by witnesses. Neither party shall ask questions of or solicit answers directly from the other party or its witnesses. Where it appears that there are matters of disputed fact, the college hearing officer shall request the panel to ask appropriate questions of either or both parties and/or their respective witnesses so as to clarify the points in dispute.

h. The panel shall have the right to question any and all witnesses and to examine documentation presented.

i. At the conclusion of each phase of the hearing, the panel shall meet in a closed session to render a decision. A student is found in violation of the academic honesty policy by a vote of four or more members of the panel, and the sanction has to be agreed to by three or more members of the panel. Upon reaching a decision in either phase, the panel shall reconvene with all parties present and inform all parties of its judgment.

j. The college hearing officer shall notify in writing all parties, including the College of Pharmacy Assistant/Associate Dean for Graduate Programs and the provost, of the disposition of the case within five class days of receipt of the panel's judgment.
6.7 Group Violations of the Academic Honesty Policy. In instances where two or more students are alleged to be involved in the same infraction of the academic honesty policy, at the discretion of the college hearing officer, the case against the whole group will be heard by a single academic honesty panel. The facts common to all cases will be presented with all students allegedly involved in attendance. Each student shall be allowed to present his/her case and/or statements to the panel separately. If requested by the presenting student, such statements shall be presented outside the hearing of the other students.

ARTICLE 7. SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST APPEAL

7.1 Appeal of the Panel’s Decision. Within five class days of the panel’s decision, either party may file an appeal for review with the provost or that officer designated by the provost. The appeal shall be in writing and shall specifically address the issues to be reviewed.

7.2 Senior Vice President for Academic Affairs and Provost Procedural Review. The provost shall review the appeal within 15 class days of the receipt of the appeal. If either party has requested an appearance or is requested to appear by the provost, then both parties must be informed. Because the case was heard by a peer group, the intent of the provost’s review is not to modify the sanction nor to substitute the judgment of the provost for that of the peer panel which heard the case, or hear new or additional facts on the case. The intent of this review is to ensure that the college hearing and judgment were not arbitrary, capricious or discriminatory, did not violate the due process of the accused, and did not violate the concepts of fair play to both parties. The provost shall notify all parties of the decision within three class days of the completion of the review.

7.3 Actions Which the Senior Vice President for Academic Affairs and Provost May Take.

The provost may conclude that one or more of the basic concepts involved in a fair hearing at the college level were violated and may subsequently pursue one of the following actions:

a. For undergraduate students, return the case to the college for another hearing with a different panel in accordance with Article 6 and resubmission for provost procedural review; or

b. For undergraduate students, if, in a rare case, the provost deems that another hearing in the same college would not result in a fair hearing, the provost may send the case to another college with the disciplinary expertise to hold a fair hearing, for a new hearing there in accordance with Article 6 and resubmission for provost procedural review; or

c. For undergraduate students, if, in a rare case, the provost independently deems that the sanction assessed in the college hearing is not commensurate with the violation, then the provost may send the case back to the college as described above; and
d. For graduate students, refer the case to the Vice Provost/Dean of the Graduate School for review. Review by the Dean of the Graduate School shall be for the purpose of determining: (i) Whether the appealing party was given a reasonable opportunity to be heard at the departmental and college levels and (ii) whether the college’s decision was reasonably reached. Procedural violations which would not affect the substantive result or are not substantially prejudicial to either party are not grounds for appeal.

Upon receiving a referral from the provost for review the Vice Provost/Dean of the Graduate School will review the appeal and will, within 10 working days, return the case to the college for another hearing with a different panel in accordance with Article 6 and resubmission for provost procedural review, reject the appeal, or refer the case to a committee. If the College of Pharmacy Assistant/Associate Dean for Graduate Programs decides to refer the case to a committee, he/she will notify the chairperson of the Graduate and Professional Studies Council (GPSC), who will appoint a Graduate and Professional Studies Grievance Committee (GPSGC) within 10 working days of receiving such notification.

The GPSGC will consist of one graduate/professional student and three faculty members, none of whom will be from any respondent’s department or program or from the department or program in which the student is enrolled. The faculty members will be appointed by the chair of GPSC on an ad hoc basis. The chair of GPSC will also select the student member from a pool of graduate students provided by each of the colleges. The chair of the committee will be elected by the committee members. All members of the committee will have voting privileges. The GPSGC will review the appeal file and may also request other documents as it sees fit.

Within 30 calendar days of being formed, the GPSGC should schedule an appeal hearing with the interested parties. This deadline may be extended at the GPSGC’s discretion upon written request of a party or upon stipulation of all parties. The hearing shall have an audio recording. The parties involved may obtain a copy of the recording at the request and expense of the requesting party. Counsel for each of the parties involved may be present with that person, but will not be allowed to speak at the hearing. Expert resources should be available to the committee in an advisory capacity as needed. The GPSGC will report its recommendations in writing to the Vice Provost/Dean of the Graduate School within 10 working days of the hearing, who will make a decision within 10 working days following their receipt. The Vice Provost/Dean of the Graduate School will forward a copy and this decision in writing to the parties, to the College of Pharmacy Assistant/Associate Dean for Graduate Programs in the event he/she is not a party, to the GPSGC and resubmission to the provost for final procedural review.
e. The provost may approve the actions and conclusions of the college academic honesty panel and see that the judgment is enforced. The provost’s procedural review is the final institutional step in matters of academic integrity.

ARTICLE 8. RECORDS

8.1 **Records of Academic Honesty Proceedings.** Records of proceedings under this Policy are considered a student’s education records in accordance with the University of Houston’s Student Records: Family Educational Rights and Privacy Act Policy.

Records relating to departmental proceedings under this policy, including waivers, will be maintained by the department. Records relating to college proceedings under this policy, including waivers, will be maintained by the college.

8.2 **Provost’s Office.** The Office of the Provost shall maintain a record of those students found in violation of the policy at any level, including those students who have elected a waiver of the departmental hearing (See **Article 5.01a**).

8.3 **Notations on a Student’s Transcript.** A sanction of probation, suspension or expulsion under this policy will be expressly noted as such on the student’s transcript, unless specified in the sanction that it should not be noted. When the specified period of time for a sanction of probation or suspension has elapsed, the student may petition the college placing the notation of academic honesty violation to request that the Office of the University Registrar remove the notation from the transcript. It is the student’s responsibility to initiate any petition to remove the notation from the transcript. Notations of expulsion because of academic dishonesty are a permanent part of a student’s transcript.

For additional guidance regarding this policy, please refer to the UH Provost's website: