

**BYLAWS**  
*AND*  
**ACADEMIC POLICIES**

THE UNIVERSITY OF TEXAS  
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
AT  
GALVESTON

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# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES AT GALVESTON

## PART 1

### BYLAWS

#### PREAMBLE

The faculty of The University of Texas Graduate School of Biomedical Sciences at Galveston has adopted the following bylaws to assist it in the orderly conduct of its affairs and to facilitate the performance of its duties and obligations in accordance with the administrative policies and the Rules and Regulations of the Board of Regents of The University of Texas System. Should there be any conflict between these bylaws and the Rules and Regulations of the Board of Regents, the Regents' Rules shall prevail and these bylaws shall be amended immediately to eliminate such conflict. These bylaws and any amendments thereto are subject to the approval of the president of The University of Texas Medical Branch at Galveston and the Office of the Chancellor.

#### ARTICLE I. NAME, OBJECT AND PURPOSE

##### ***Section 1. Name***

The name of the body shall be the faculty of The University of Texas Graduate School of Biomedical Sciences at Galveston: hereinafter called the graduate faculty.

##### ***Section 2. Academic Affairs***

The graduate faculty shall conduct and supervise graduate instruction in the biomedical sciences, medical humanities, and other sciences related to health care at this institution. To satisfy this obligation, both to the individual student and to the people of Texas, it shall be the responsibility and the prerogative of the graduate faculty within the limitations set by the *Rules and Regulations* of the Board of Regents of The University of Texas System to:

- A. Establish and regulate the curriculum and the standards of acceptable academic performance within the Graduate School of Biomedical Sciences and approve all new graduate programs;
- B. Establish standards for and make recommendations about the admission of students to The Graduate School of Biomedical Sciences;
- C. Establish standards for graduate instruction and recommend to the Board of Regents of The University of Texas System candidates to be certified for graduation;
- D. Prescribe measures to take in cases of academic deficiencies and/or failure;
- E. Establish standards for faculty membership
- F. Consider and recommend general policies and measures bearing upon the quality of instruction in the Graduate School of Biomedical Sciences.

### **Section 3. Research**

The graduate faculty shall encourage, support, and engage in research and other scholarly endeavors.

### **Section 4. Administrative Affairs**

The graduate faculty shall continue an active interest in the progress and future of the Graduate School of Biomedical Sciences. Therefore, within the *Rules and Regulations* of the Board of Regents of The University of Texas System, the graduate faculty shall:

- A. Serve as consultants on general administrative affairs of the Graduate School of Biomedical Sciences; and
- B. Perform those tasks ancillary to teaching and research; for example, serve upon faculty and administrative committees, attend to administrative and disciplinary duties, and promote diligence and scholarship in the student body.

### **Section 5. Student Affairs**

- A. The teaching obligations, duties, and responsibilities of the graduate faculty require that it shall have the authority and power to establish and maintain standards of honesty and integrity for students in the Graduate School of Biomedical Sciences.
- B. The graduate school shall promote recruitment and retention of qualified students, the enhancement of student life at UTMB and the creation of an atmosphere conducive to scientific, professional and social growth.

- C. The creation or establishment of any officially recognized student organization in the Graduate School of Biomedical Sciences shall require the prior approval of the graduate school Student Affairs Officer, the UTMB Director of Campus Life, and the Vice-president for Student Affairs.
- D. Student conduct and discipline shall be governed by rules and procedures set forth in the *Rules and Regulations of the Board of Regents of The University of Texas System, Part One, Chapter VI, Sections 1, 2, and 3, as may be amended from time to time.*
- E. The Dean of the Graduate School shall appoint a student affairs officer for the school.
- F. It shall be the responsibility of the student affairs officer of the Graduate School of Biomedical Sciences to enforce all rules governing student affairs.

## **ARTICLE II GRADUATE PROGRAMS, MEMBERSHIP AND APPOINTMENTS**

### ***Section 1. Graduate Programs and Faculty Membership***

A graduate program is an administrative and functional unit of the graduate school and is composed of a group of faculty organized around a common area of scholarly endeavor. It is authorized to offer courses of study leading to the masters or doctoral degree. The graduate faculty consists of members, associate members, and special members who are qualified by their scholarly or creative work and effectiveness in teaching graduate students. The president of The University of Texas Medical Branch at Galveston and the dean of The University of Texas Medical School at Galveston shall be members of the graduate faculty, *ex officio* and have all the privileges and responsibilities of members, including the right to vote upon the business of the graduate faculty.

#### **A. Members**

Any full-time faculty member of The University of Texas Medical Branch who holds a doctoral degree and the rank of assistant professor or above and who has been elected by simple majority to membership in and by the members of the graduate faculty of an approved graduate program becomes a voting member of the graduate faculty upon recommendation by the program director and approval by the dean of The Graduate School of Biomedical Sciences and the president of The University of Texas Medical Branch at Galveston. It shall be the responsibility of the graduate program director to investigate the credentials, character, and qualifications of each person recommended for



appointment as member, and statements covering each of these matters shall be made a part of said recommendation.

### **B. Associate Members**

An associate member must be fully qualified to supervise a graduate student in the Graduate School of Biomedical Sciences. An associate member will not be required to participate on the Graduate Faculty to the same extent as a member, although a degree of participation, on a regular basis, is expected. For example, an associate member should be involved in either teaching or administrative aspects of the Graduate School and might be involved in graduate research supervision, but would not be expected to be continuously involved in all three aspects of a program. An associate member will also be a full-time member of the Faculty of the University of Texas Medical Branch who holds a doctoral degree and the rank of Assistant Professor or above and who has been elected by simple majority to associate membership in and by the members of, the graduate faculty of an approved graduate program. An associate member becomes a voting member of the graduate faculty upon recommendation by the program director and approval by the dean of the Graduate School of Biomedical Sciences and the president of the University of Texas Medical Branch at Galveston. It shall be the responsibility of the graduate program director to investigate the credentials, character and qualifications of each person recommended for appointment as associate member, and statements covering each of these matters shall be made a part of the said recommendation.

### **C. Special Members**

Persons from this or other academic institutions, government, industry, professions, or foundations who wish to be granted teaching or research supervisory responsibilities in a graduate program may be appointed by the dean as a special member of the graduate faculty upon recommendation of the program faculty and the program director. It shall be the responsibility of the program director to investigate the credentials, character and qualifications of each person recommended for appointment as special member and statements covering each of these matters shall be made a part of said recommendation. The dean may appoint qualified individuals as special members at large for teaching and supervisory responsibilities that cross program boundaries. In each case, the dean must investigate the credentials, character and qualifications of each person appointed. A special member of the graduate faculty shall be appointed for a term commensurate with his or her assignment in the graduate school. Re-appointments may be requested with adequate justification.

## ***Section 2. Rights of Members***

A regular or associate member of the graduate faculty shall be entitled to participate in the deliberations of the graduate faculty, vote upon all business brought before the graduate faculty, hold office, and sit upon all standing and special committees of the graduate faculty, unless otherwise restricted by these bylaws. A special member of the graduate faculty shall be entitled to participate in the deliberations of the graduate faculty; however, a special member shall not hold office, sit upon standing committees, or vote upon any business brought before the faculty.

## ***Section 3. Graduate Program Directors***

The director of a graduate program shall be elected by and from the graduate faculty of the respective program. The graduate dean shall solicit nominations for this position, and a slate of candidates submitted to the members of the graduate program. The director shall be elected for a period of two years and may be re-elected. The director shall have the responsibility for the general administration and development of the graduate program and all matters pertaining to the advising of graduate students in the program.

## ***Section 4. Academic Freedom and Academic Tenure***

The graduate faculty insofar as it is possible, supports, and shall be guided by the Statement of Principles on Academic Freedom and Academic Tenure as published by the American Association of University Professors.

## ***Section 5. Representation on UTMB Faculty Senate***

The graduate school will be represented on the UTMB Faculty Senate by six members serving 2-year terms, according to the Senate Bylaws. Faculty eligible to serve as Representatives will be those chosen by and from faculty members who have chosen to vote as members of the Graduate School of Biomedical Sciences at Galveston faculty on matters brought before the Senate. These representatives shall be chosen by the following process:

- Annually, eligible faculty will be asked to nominate up to six faculty from the list of faculty who have chosen to vote on Senate business as members of the graduate faculty.
- The graduate school will prepare a ballot containing the names of the ten faculty receiving the greatest number of nominations.
- Each eligible faculty will select three of the ten nominees on the printed ballot.
- The three candidates receiving the most votes will serve as representatives.

- For the first year of the Senate only, the six candidates receiving the most votes will serve as representatives. By random drawing, three of the representatives will be selected to serve one-year terms. Thereafter, all representatives will be elected by the above process.

## **ARTICLE III THE ADMINISTRATION OF THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

### ***Section 1. General***

The graduate dean, vice-dean and such associate deans or assistant deans who may be appointed upon his/her recommendation shall conduct the administration of the Graduate School of Biomedical Sciences.. The graduate dean, vice-dean administrative associates and administrative assistants shall hereinafter be referred to as the administration of the Graduate School of Biomedical Sciences.

### ***Section 2. Dean of the Graduate School Of Biomedical Sciences***

The graduate school dean shall be the chief executive and administrator of the graduate programs at the Graduate School of Biomedical Sciences and shall chair all meetings of the graduate faculty. The graduate dean is appointed by the president of The University of Texas Medical Branch at Galveston upon the advice of a special committee of the graduate faculty convened for this purpose and upon the approval by the Office of the Chancellor. During the absence of the dean, the vice- dean will serve in his place. The dean is a member of the graduate faculty and is, *ex officio*, a member of all standing and special committees.

### ***Section 3. Secretary-Treasurer***

The secretary-treasurer of the graduate faculty shall be appointed by the graduate dean and may be either a faculty member or an administrative employee.

### ***Section 4. Parliamentarian***

A parliamentarian shall be appointed by the graduate dean to serve in an advisory capacity to the dean.

# ARTICLE IV COMMITTEES OF THE GRADUATE FACULTY

## ***Section 1. General***

- A. The dean shall appoint all committees and their officers except those that are to be elected by the graduate faculty or constituted in a particular manner as prescribed by these bylaws.
- B. Minutes shall be kept of all standing committee meetings to assist in preparation of reports which may be presented to the faculty on a timely basis.
- C. No member of the graduate faculty shall serve concurrently on more than three graduate school standing committees.

## ***Section 2. Standing Committees***

### **A. Graduate Executive Committee**

The faculty of the Graduate School of Biomedical Sciences at Galveston will exercise its legislative function through a graduate executive committee. The executive committee is composed of the graduate program directors and two members to be elected from and by the graduate student body. The vice-dean, associate and assistant deans of the graduate school and the secretary of the executive committee will be non-voting *ex officio* members. One representative of a proposed graduate program shall be a member, *pro tem*, of the executive committee pending approval of the proposed program by the chancellor and the Board of Regents of The University of Texas System. Representatives from other components of the Medical Branch at Galveston may be invited to serve as non-voting liaison members to the executive committee. The dean of the graduate school shall be the chair of the executive committee with vote. No member may represent more than one graduate program on the executive committee. Student representatives will be elected annually according to the constitution of the Graduate Student Organization.

The executive committee shall:

- i) act in an advisory capacity to the graduate dean;
- ii) meet regularly during the academic year at the call of the dean or on written petition of any five members;
- iii) act as a standing committee on all matters not specifically delegated to other committees;
- iv) approve proposed new graduate programs, proposed new areas of concentration within existing graduate programs and modifications thereof, new graduate courses, and modifications of graduate courses;

- v) admit to the graduate school prospective M.D./Ph.D. students whose program of study is undeclared.

## **B. Curriculum Committee**

There shall be a standing committee on curriculum in the graduate school which shall be composed of a chair appointed by the dean of the graduate school, one member from each graduate program appointed by the program director, two full-time graduate students to be elected from and by the graduate student body, and, as *ex officio* members, the dean and his/her staff. All members of the curriculum committee shall be members of the graduate faculty, shall be appointed for a one-year term, and may succeed themselves. The curriculum committee shall:

- i) review and oversee curricular matters in all programs in the graduate school and make recommendations to the graduate faculty concerning changes in graduate school policies dealing with curriculum;
- ii) review all requests for new courses or modifications in existing courses and refer its recommendations to the executive committee for final action;
- iii) review all requests for (1) establishment of new graduate programs and new areas of concentration and (2) substantial modifications of existing programs and areas of concentration. It shall refer its recommendation to the executive committee that shall take final action on issues concerning areas of concentration and shall send to the faculty for final approval its recommendations on new graduate programs.

## **C. Program Review Committee**

There shall be a standing committee to conduct periodic reviews of graduate programs and it shall be composed of: a chair appointed by the dean of the graduate school, one member from each graduate program appointed by the program director, and, as *ex-officio* members, the dean and his/her staff. All members of the program review committee shall be members of the graduate faculty with the rank of associate professor or higher in the program they represent, shall be appointed for a one-year term, and may succeed themselves. The program review committee shall:

- i) develop procedures and guidelines for periodic review of graduate programs;
- ii) conduct approximately every five years an in-depth review and self-study of each graduate program using input of off-campus site visitors;
- iii) report the results of its review findings and make recommendations to the dean of the graduate school concerning each program reviewed.

#### **D. Recruitment Committee**

There shall be a standing committee for recruitment of trainees in the graduate school which shall be composed of: one member from each graduate program appointed by the program director; two full time graduate students to be elected from and by the graduate student body; ex-officio members including the dean and/or other appointed representatives; and a chair, appointed by the dean. At the dean's discretion, additional members representing other functions with an interest in student recruitment and training may be appointed to the committee. All members of the recruitment committee representing graduate programs shall be members of the graduate faculty, shall be appointed for a one-year term and may succeed themselves.

The recruitment committee shall: i) Establish, coordinate and oversee recruitment activities in the graduate school. These activities shall be focused on but not limited to attracting students to the graduate school. ii) Establish and oversee programs to enhance the retention and support of graduate students. iii) Interact with external groups such as alumni and with offices throughout the university whose activities may influence student recruiting.

#### **E. Credentials Committee**

There shall be a committee to review all applications for admission of new Members (Article II, Section 1.A) and Associate Members (Article II, Section 1 B) to the faculty of the Graduate School of Biomedical Sciences and it shall be composed of four members and a chair, all appointed by the dean of the graduate school. The four members of the committee, one of whom will be a representative of the health care sciences faculty, shall be appointed by the dean from a slate of nominees submitted by directors of the graduate programs. Each program may submit two nominees. Ordinarily, the committee will meet shortly after the May 1, September 1, and January 1 application deadlines to review pending proposals for admission of new members and recommend to the dean concerning admission of each. The committee will meet at such other times as the chair may deem desirable.

This committee also is charged with the responsibility of establishing and maintaining a set of criteria and faculty admissions standards for the Graduate School and proposing policies to the dean that may be desirable to enhance the prestigious nature of graduate faculty membership.

#### **F. Other Standing Committees**

The graduate faculty may create additional standing committees and they shall function under the rules outlined in Section 1 of this Article.

### ***Section 3. Special Committees***

The graduate dean may appoint special committees of the faculty at his/her discretion or upon the request of a majority of those present and voting at a meeting of the graduate faculty. Special committees shall report to the graduate dean and to the graduate faculty.

## **ARTICLE V. RESPONSIBILITIES REGARDING ACADEMIC POLICIES**

It shall be the responsibility of the graduate dean to maintain a current copy of the approved academic policies of the Graduate School of Biomedical Sciences. Within the limitations of the *Rules and Regulations* of the Board of Regents of The University of Texas System, these policies may be amended by a simple majority vote of the members present and voting at any regular or special meeting of the graduate faculty provided the amendment or amendments shall have been published and circulated to the graduate faculty not less than thirty days prior to the meeting at which the vote is to be taken.

## **ARTICLE VI. MEETINGS, RULES AND PROCEDURES**

### ***Section 1. Regular Meetings***

The graduate faculty ordinarily shall meet in regular sessions five (5) times each academic year in August, October, December, February and April at a time and place designated in the Call of the Meeting, in order to conduct the regular business of the graduate faculty. The secretary of the graduate faculty shall send a Call of the Meeting together with a tentative agenda to each member of the graduate faculty before the date of said meeting. Cancellation of a regular meeting shall require written notice.

### ***Section 2. Special Meetings***

Special meetings of the graduate faculty may be called by the graduate dean as he/she may deem necessary or upon written petition of twenty-five (25) members of the graduate faculty. Every effort shall be made to send out a printed notice of the said meeting to the graduate faculty not less than one week in advance of the date of said special meeting.

#### **2.1 Meetings Called by Faculty Senators**

Meetings of the graduate faculty may also be called by majority vote of the GSBS representatives to the UTMB Faculty Senate. Business conducted at a

meeting called under these circumstances is restricted to that of the Faculty Senate unless the meeting is called jointly with the graduate dean. The GSBS will provide administrative support for the meetings. Every effort shall be made to send out a printed notice of the said meeting to the graduate faculty not less than one week in advance of the date of the meeting.

### **Section 3. Rules of Order**

All regular and special meetings of the graduate faculty and all graduate school committee meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised* except as otherwise provided for in these bylaws.

### **Section 4. Order Of Business**

At the regular meetings of the graduate faculty the order of business shall be:

- A) Call to order
- B) Approval of the minutes
- C) Old and unfinished business
- D) Reports
  - 1) Standing committees
  - 2) Special committees
- E) New Business
  - 1) Matters presented by graduate dean
  - 2) Matters presented by members
  - 3) Matters presented by the president
- F) Adjournment

### **Section 5. Minutes**

Minutes of each meeting of the graduate faculty shall be published and distributed to each member of the graduate faculty.

### **Section 6. Quorum**

A quorum of the graduate faculty shall be thirty-five (35) members of the graduate faculty; however, unless a call for a quorum is made by a member of the graduate faculty, any number of members may conduct the business of the graduate faculty at any regular or duly called special meeting of the graduate faculty.



## **ARTICLE VII. ADOPTION OF BYLAWS AND AMENDMENTS**

### ***Section 1. Adoption of Bylaws***

These bylaws, having been published not less than thirty (30) days prior to a regular or special meeting of the graduate faculty, shall be adopted by a majority vote of the graduate faculty members present and voting at said meeting and shall take effect upon approval by the president of The University of Texas Medical Branch at Galveston and the Office of the Chancellor.

### ***Section 2. Repeal of Prior Rules***

Adoption and approval of these bylaws as provided in Section 1, Article VII shall repeal and set aside all prior rules and regulations that shall have governed conduct of the business and the organization of the graduate faculty.

### ***Section 3. Amendments to Bylaws***

These bylaws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting of the graduate faculty provided that the amendment or amendments shall have been published and circulated to the graduate faculty not less than thirty (30) days prior to the regular meeting at which the vote is to be taken. Amendments shall take effect upon adoption by the graduate faculty and approval by the president of The University of Texas Medical Branch at Galveston and the Office of the Chancellor.

### ***Section 4. Disclaimer and Conflict***

This statement of bylaws and academic policies is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of these policies do not constitute a contract, express or implied, between any applicant, student or faculty member and The University of Texas Graduate School of Biomedical Sciences at Galveston or The University of Texas System. The University of Texas Graduate School of Biomedical Sciences at Galveston reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirement affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

In the case of any conflict between the *Bylaws and Academic Policies of the Graduate School of Biomedical Sciences (Policies)* and any oral or written policies or statements made by any UTMB faculty or staff member, the *Policies* shall prevail. Should there be a conflict between the *Policies* and the *UTMB Institutional Handbook of Operating Procedures (Handbook)*, the *Handbook* shall prevail and these *Policies* shall be amended immediately to eliminate such conflict. Likewise, should there be a conflict between these *Policies* and any program policies, the *Policies* shall prevail and the program policies shall be amended immediately to eliminate such conflict.

## **PART II**

### *ACADEMIC POLICIES*

#### **1. PURPOSE**

The following academic policies, as provided in Article I, Section 2 of the graduate faculty bylaws, constitute the guidelines by which the graduate faculty, administration and students will achieve orderly graduate education in the medical humanities, biomedical sciences and other sciences related to health care at this institution.

#### **2. GRADUATE INSTRUCTION**

##### ***2.1 Graduate Courses***

The graduate faculty shall be responsible for the teaching of graduate courses.

##### ***2.2 Supervision of Theses and Dissertations***

A thesis, capstone report or dissertation shall be supervised by members or associate members of the graduate faculty, except that special members may be permitted to supervise a thesis or dissertation with the approval of the director of a graduate program and the dean of the graduate school.

##### ***2.3 Membership on Supervisory Committees***

Thesis, capstone report or dissertation supervisory committees shall be composed of members, associate members or special members of the graduate faculty, except that in certain cases the "off-campus", or external, member of the supervisory committee may serve without graduate faculty membership appointment if the dean determines that such a person holds a position at a university or research facility (public or private) which is equivalent in scope and quality to an academic position in the Graduate School of Biomedical Sciences.

#### **3. GRADUATE PROGRAMS**

##### ***3.1 Programs of Graduate Study***

The University of Texas Graduate School of Biomedical Sciences at Galveston is authorized to offer graduate work in the programs listed below:

Allied Health Sciences M.S.  
Cell Biology M.S. Ph.D.  
Cellular Physiology and Molecular Biophysics M.S. Ph.D.  
Experimental Pathology M.S. Ph.D.  
Human Biological Chemistry & Genetics MS Ph.D.  
Master of Medical Science M.M.S.  
Medical Humanities M.A. Ph.D.  
Microbiology & Immunology M.S. Ph.D.  
Neuroscience Ph.D.  
Nursing Doctoral Ph.D.  
Pharmacology & Toxicology M.S. Ph.D.  
Preventive Medicine & Community Health M.S. Ph.D.  
Public Health M.P.H.

Students interested in the programs in Cell Biology, Cellular Physiology and Molecular Biophysics, Experimental Pathology, Human Biological Chemistry and Genetics, Microbiology and Immunology, Neuroscience, Pharmacology and Toxicology and the Preventive Medicine and Community Health Curriculum in Environmental Toxicology or the Curriculum in Human Nutrition participate in a common curriculum for the first year of graduate study. This common curriculum is called the Basic Biomedical Science Curriculum (BBSC). Students in the first year of graduate school studying in the BBSC are not yet in a program and, consequently, do not have a program director. For these students, any requirement necessitating action by a program director is handled by the director of that curriculum.

During this first year, students studying in the BBSC learn about the participating programs through required seminars, electives and laboratory rotations. At the end of the first year, these students select one of the eight participating programs in which they will study advanced courses, conduct research and write their dissertations.

### ***3.2 Graduate Program Faculty***

The graduate program faculty shall be composed of all members and associate members in a specific program. Each graduate program faculty shall be responsible for: the election of new members and associate members; the recommendation of students for admission to the program and to candidacy for all degrees in the program; the initiation of new graduate courses; changes in graduate courses; inactivation of graduate courses; and the establishment of requirements for and the supervision of research leading to theses and dissertations.

### **3.21 Statement of Organization and Administration**

Each graduate program shall have a written statement for students which describes the organization and administration of the program faculty and a typical plan of study for the program.

### **3.22 Advising and Monitoring of Students**

The graduate program faculty shall advise and monitor the progress of graduate students throughout the students' tenure in the graduate school. This function should be accomplished by either a graduate advisor(s) or an advisory committee, who shall be responsible for: introducing and orienting graduate students to the program, advising students in regard to course registration, rotating students through various laboratories to obtain insight about possibilities for thesis and dissertation research and annually monitoring progress in research, thesis and dissertation.

#### ***3.221 Academic Advising of Graduate Students***

##### **3.2211 Students Taking Formal Coursework**

- At midterm of each semester, grades of each student will be forwarded to the appropriate Program Director. Any student with less than a "B" average will be summoned to a meeting with the Chair of the Program Advisory Committee (unless that person is also the Course Director, in which case, the Program Director will select another Advisory Committee member to talk to the student). The purpose of the meeting is to evaluate the student's academic performance and provide a course of action to remedy apparent problems.
- At the end of each academic year, the full Advisory Committee will evaluate all students' records, and the Advisory Committee will interview each student in order to evaluate progress. Each student will be asked about the following issues: a) difficulty the student is experiencing regarding academic issues (e.g. difficulty understanding course materials either verbally or written; difficulty in time available for study; inadequate background knowledge); b) other difficulties the student may be experiencing that affects performance. The Program Director and Chair of the Advisory Committee then will meet to determine the most effective way to help overcome these problems.

##### **3.2212 Students Enrolled in Research, Thesis or Dissertation**

- Every semester each student and faculty mentor will submit separately to the Program Director a brief letter of achievement. In the letter, both the student and faculty advisor should specifically direct a portion of

the letter to problems experienced during that semester and how the problems were solved.

- Each year, the student will meet with his/her Supervisory Committee to discuss progress and future plans. A letter will be written from the Chair of the Supervisory Committee to the Program Director summarizing the meeting.
- Each year, the Program Advisory Committee also will evaluate the progress of each student by reviewing a) the student's and faculty advisor's letters of achievement and b) the length of time the student has spent in the program. If necessary, the Advisory Committee may choose to meet with the student, the faculty mentor, or both.

### **3.2213 For All Students:**

At the completion of each semester, the Graduate School will send a notice to the student, faculty mentor, and Program Advisory Committee summarizing the academic status of the student and noting the date by which the next formal step toward completion of the program of study needs to be accomplished.

## **3.23 Curriculum Development**

The graduate program faculty shall be responsible for curriculum development.

### ***3.231 Program Curriculum Committee***

The graduate program faculty shall establish a committee responsible for: monitoring and evaluating courses in the program, developing and reviewing new courses, deleting obsolete courses, and obtaining and reviewing student and faculty evaluation of courses in the program. The curriculum committee and the graduate advisor(s), or advisory committee should work in concert with the program director to ensure coordination of each individual student's program of study.

### ***3.232 Adding, Changing and Inactivating Courses***

If a graduate program wishes to add, change or inactivate a course, the program faculty, or its curriculum committee, is responsible for submitting to the graduate school a completed "Form for Proposing, Amending and Inactivating Courses", which is the basis for inclusion of courses in the Graduate School section of the UTMB General Catalog and graduate school course inventory. The graduate school curriculum committee will issue a recommendation regarding the proposed action to the executive committee. The executive committee must approve any curricular change before the requested change in the curriculum may be enacted.

### **3.233 Active Course Requirement**

Any graduate course not given at least once during four consecutive years will be dropped from the catalog and course listing.

### **3.3 Maintaining Student Archival Records**

The program director should maintain archival records of students' grades and progress during and at least five years after their tenure in the program; and shall, in conjunction with the graduate advisor(s) or advisory committee, closely monitor the grades and progress of each student during the first several terms with the goal of early detection of problems.

### **3.4 Definition of and Procedures for Establishing Graduate Programs**

A graduate program is an approved area of study and shall conform to the meaning of the term "degree program" as defined in Texas Education Code, Section 61.003 and as explicated in the Coordinating Board's 1979 *Guidelines for Recognition and Classification of Courses and Degree Program Offerings*. The graduate school curriculum committee shall review all proposals for new graduate programs and forward a recommendation regarding approval to the graduate school executive committee. Proposals approved by the executive committee are presented to the graduate faculty for approval. Upon approval by the graduate faculty, the dean of the graduate school, the vice-president for academic affairs and the president of the Medical Branch, in accordance with the *Rules and Regulations* of the Board of Regents of the University of Texas System, proposals shall be forwarded to the Office of the Chancellor for action.

#### **3.41 Area of Concentration**

An area of concentration, equivalent to a Support Area as described by the Coordinating Board in October, 1986, is a sub-field of specialization and emphasis within an established graduate program. In addition to a core of required courses for all students, a program may design other required courses in the area of concentration. The graduate school curriculum committee reviews all proposed areas of concentration and forwards its recommendations regarding approval to the graduate school executive committee. Proposed areas of concentration must be approved by the graduate school executive committee, the dean of the graduate school, the President of UTMB, the Vice-chancellor for Health Affairs and by the Coordinating Board.

### **3.5 Review of Graduate Programs.**

#### **3.51 Program Review Committee**

The dean of the graduate school is responsible for regular review of the quality of graduate programs, utilizing the graduate school program review committee and extramural peer groups. Important factors to be considered in review of graduate programs are: standards of admission of students; scholarly productivity of the participating faculty; breadth and depth of the program; records of the graduates of the program; and proficiency and devotion of supervising professors. The committee reports the results of its review findings and its recommendations concerning each program reviewed to the dean of the graduate school.

#### **3.52 Curriculum Committee**

There shall be a standing committee on curriculum in the graduate school whose functions shall include the review of curricular matters in all programs, and the review of proposed new programs and areas of concentration.

## **4. ADMISSION, RETENTION, AND GRADUATION REQUIREMENTS**

### **4.1 Admission Requirements**

There are five basic requirements for recommendation for admission:

1. a Bachelor's degree from a regionally accredited college or university in the United States or proof of equivalent degree and training from an acceptable foreign institution of higher education. An applicant who holds a graduate degree or first professional degree (e.g., M.D., DDS, JD) from a regionally and programmatically accredited college or university in the United States or proof of equivalent degree and training from an acceptable foreign institution of higher education may be considered on an individual basis even though they do not hold a bachelor's degree or equivalent (as defined above)
2. official GRE scores (verbal, quantitative and written);
3. a preferred minimum grade point average of 3.0 (on a 4.0 scale);
4. a minimum score on the TOEFL of 550 (paper) or 213 (computer-based) for applicants whose native language is not English, or equivalent scores from another approved test;
5. acceptance by the appropriate graduate program, which may have additional or more stringent admission criteria.

The admissions committee may be convinced that the GPA does not reflect accurately the probability of success in their program. Through the program director, the faculty may request a waiver, with adequate justification, of the stated minimum GPA. Final recommendation by the graduate program faculty



will be based on competitive evaluation of the qualifications of the applicant plus consideration of the availability of space and resources. Factors considered by the admissions committee are:

1. Undergraduate overall and upper division grade point average and, if applicable, graduate grade point average and the appropriateness of the curriculum as preparation for graduate study;
2. Scores on the Graduate Records Examination;
3. Research or other relevant experience;
4. Letters of reference;
5. Background for and commitment to a career of scholarly endeavor in the field of study;
6. Availability of opportunity for training in the desired field of scholarship;
7. Unique educational, career or life experiences;
8. Personal statement
9. Socioeconomic background
10. Ability to communicate in English
11. Program specific admission requirements. Program specific admission requirements must be published in the graduate school bulletin and in all recruitment materials.

No student will be admitted or denied admission without final approval of the graduate dean.

## ***4.2 Admission***

Admission is granted to applicants after careful consideration of the application file by the admission committee(s) and the dean. The successful applicant ordinarily will meet all graduate school and program admission requirements as well as demonstrate through references, publications and/or interviews an interest in and talent for a career in research.

The successful applicant will be informed by letter concerning his or her admission and any imposed conditions of the admission.

## ***4.3 Procedure after Admission***

At the earliest opportunity, the successful applicant should consult with the appropriate graduate program director to become acquainted with the regulations and requirements in the proposed program of study. The graduate advisor(s) or the advisory committee of the program must review the course of study of each student. Before registration for each term, the student's course schedule must be approved by the graduate advisor or advisory committee and by the graduate program director. Also, see 3.221 Academic Advising of Graduate Students.

## **4.4 Enrollment in Graduate School without Admission to Graduate School**

### **4.41 Special Students**

Individuals holding the Baccalaureate or equivalent or higher degree who wish to take graduate courses at The UTMB Graduate School of Biomedical Sciences at Galveston may be permitted to enroll as special students with the approval of the dean of the graduate school. Under normal circumstances, an applicant who has been denied admission to the graduate school will not be permitted to enroll as a special student. Permission to enroll as a special student is granted for the term for which the application is submitted and special students are expected to maintain the same academic standing as regular students. Any further enrollment as a special student must be approved by the GSBS Assistant/Associate Dean for Student Affairs on a term-by-term basis. Special students may not hold state-funded graduate assistantships or enroll in thesis or dissertation courses. Permission to enroll as a special student in no way guarantees subsequent admission into a graduate program or into the graduate school. Credit earned as a special student may be applied to a degree program only with the approval of the appropriate graduate program director and the dean of the graduate school.

### **4.42 Requirements and Conditions for Permission to Enroll as a Special Student**

Permission to enroll as a special student does not confer on an individual any of the privileges of a regular student except the right to attend classes, take examinations, receive credit, and obtain an official transcript of work completed. To request special student status, the student must complete an "Application for Admission" form available from the Graduate School, have an appropriate undergraduate and/or graduate degree, have an undergraduate graduating grade point average of at least 3.0 at the degree awarding college/university and submit an official transcript showing award of the degree from that college/university. Applicants for special student status must also specify the course or courses in which they wish to enroll. Applicants with a doctoral degree may be permitted to enroll as non-matriculating students based on a letter or official transcript from the Registrar at the awarding institution certifying graduation with the qualifying degree. Students from other graduate schools wishing to take courses to transfer back to the home institution to apply toward degree requirements there may be permitted to enroll as non-matriculating students on the basis of a letter from the dean of the student's home school giving permission to transfer the courses and a letter of good standing from the registrar of the student's home school. Special students will not normally be allowed to enroll in more than one course in any term.

## **4.5 General Graduate School Regulations**

### **4.51 Student Responsibility**

The student is responsible for knowing degree requirements and enrolling in appropriate courses. The student is likewise responsible for knowing the University regulations for the standard of work required for continuation in the graduate school.

#### ***4.511 Supervisory Professor for Dissertation or Thesis Research***

The student is responsible for finding a faculty member willing to supervise the student's dissertation, thesis or capstone report. Appropriate laboratory rotations and learning experiences will be provided to assist the student in this process. Students admitted into the GSBS through the Basic Biomedical Science Curriculum must be accepted into a Graduate Program no later than three terms after matriculation. All students must be accepted into the laboratory of a supervising professor (or be accepted by a supervising professor for a non-laboratory course of study) no later than four terms after matriculation as a full time student. Failure to do so is a basis for dismissal from the graduate school. Individual Graduate Programs may choose to enact different time lines as long as they do not exceed these limits.

#### ***4.512 Timeline for Admission to Candidacy***

Passage of a qualifying (written) exam and approval of a research proposal are prerequisites for admission to candidacy. Failure to be admitted to candidacy within three terms following successful completion of the qualifying examination is a basis for dismissal from the graduate school.

#### ***4.513 Student Evaluation of Courses***

The graduate school shall maintain a student evaluation procedure whereby all students shall have the opportunity to evaluate or critique, voluntarily and anonymously, graduate school courses.

### **4.52 Grades and Grade Point Average**

#### ***4.521 Grades Used by the Graduate School***

The only grades used by the graduate school to compute the grade point average are A, B, C, F, and U, where on a 100 point scale A=90-100, B=80-89, C=70-79, F=0-69. The grade point average is calculated on the 4.0 system; a grade of U is computed as equal to a grade of F. A grade shall be provided for each course taken in every term and shall be based

solely on performance in that term. When a student retakes a course both grades will be computed into the overall grade point average.

**4.522 Incomplete (I)**

The symbol for "incomplete" (I) will be reported in cases where a student has, with the permission of the instructor, failed to complete all of the required work of the course by the end of that term. An "incomplete" (I) is valid for a period not to exceed one term. By the end of that time the student must have completed the required work of the course, and a proper grade must have been reported to the dean, or the "I" will be changed to an F. An "I" shall not be used for courses graded S/U (satisfactory/unsatisfactory)

**4.523 Not Reported (NR)**

The symbol for "not reported" (NR) is issued when an instructor cannot have the final grade prepared for a student by the reporting deadline or in cases when a course extends beyond the usual graduate school reporting deadline. A grading symbol "NR" is valid for a period not to exceed one term. NR may be changed to S or U or to A,B,C, or F.

**4.524 Credit (CR)**

The grade of "credit" (CR) may be granted upon recommendation by the program director and approval of the dean, and shall be used to designate that a student has been given credit for a course, competence for which has been demonstrated by previous work or by taking an examination for credit. Courses graded CR may count toward degree requirements, but the grade is not computed in the grade point average.

**4.525 Grading and Maximum Credit for Research**

Quality of work in research courses is evaluated as "satisfactory" (S) or "unsatisfactory" (U). An S grade qualifies the student to receive course hour credits towards the degree. No more than nine credit hours for research courses may be credited toward the minimum hour requirements for a degree. A part of the requirement for successful completion and credit for research shall be that the student submit to the instructor a brief written synopsis describing the research done in that term. This report shall be submitted by the last day of the term for review and approval by the instructor and the program director. The program director submits the reports and grading sheets to the dean.

The grade of "incomplete" is inappropriate for research courses.

#### **4.526 Grading and Maximum Credit for Seminar**

Seminar (6195) is a one-credit course. Each student presenting a seminar shall receive a letter grade, while students not making a presentation will receive a grade of "satisfactory" (S) or "unsatisfactory" (U). No more than three credit hours of seminar may be counted toward the minimum hour requirements for a degree.

#### **4.527 Grading and Maximum Credit for Thesis and Dissertation**

Quality of work in thesis (6098) and dissertation (6099) courses is evaluated as satisfactory (S), needs improvement (N) or unsatisfactory (U). An S or N grade qualifies the student to receive course hour credits toward the degree. No more than six hours of thesis courses will be credited toward the minimum hour requirements for a degree. Students registering only for thesis or dissertation must register for a total of nine credit hours to be counted as a full time student. The grade of "incomplete" is inappropriate for thesis and dissertation courses.

### **4.53 Course Load**

#### **4.531 Full-time Course Load**

A full-time course load is defined as nine or more credit hours per term.

#### **4.532 Maximum Course Load**

The maximum course load for a graduate student is fifteen hours. Students registering for more than this maximum course load must have the consent of the graduate program director which will be given only under exceptional circumstances.

### **4.54 Transfer of Credit**

Graduate courses taken at another institution may be transferred only on the basis of a recommendation by the student's graduate program faculty and approval by the dean of the graduate school. In cases where such transfer is approved, the student must still meet the residence requirement of one year (4.6111 and 4.6211). Grades received for courses transferred for credit shall not be used in computing the grade point average. Work taken by correspondence will not be allowed for graduate credit.

### **4.55 Adding and Dropping Courses**

#### **4.561 Courses that begin and end with the term**

Courses may be added or dropped with appropriate signed approvals prior to the twelfth class day of the fall and spring terms and the tenth class day of the summer term. Courses dropped by these deadlines will not be recorded on the transcript. Courses dropped after these deadlines are

recorded on the transcript with a grading symbol of "W", withdrew with no indication of level of performance if the student does not drop (withdraw from) all courses in the current registration. Students drop a course(s) after one of these deadlines (official census date), by preparing a brief written statement explaining the reason for dropping the course(s) and securing the signature of the instructor, the student's program director and the dean. Students with more than two (2) grading symbols of "W" on their transcript or more than one (1) "W" in the same course shall be subject to dismissal from the graduate school.

#### ***4.562 Adding and Dropping Courses that Begin After the Census Date***

After the census date (twelfth class day in the fall and spring terms and the tenth class day in the summer term) a student may add or drop a course that begins after the census date only under exceptional circumstances and with consent of the student's advisor.

##### **4.5621 Adding Courses that Begin after the Census Date**

The course(s) may be added before the class begins or within the first five days after the class starts by completing a "Request for Class Schedule Change Form". Adding the course requires permission of the course co-director or instructor, the program director and the dean of the graduate school. Students will be billed for the additional cost in tuition and fees for each course added.

##### **4.5622 Dropping Courses that Begin after the Census Date**

The course(s) may be dropped before the course begins by completing a Schedule Change Form. Dropping the course requires permission of the program director and the Dean of the Graduate School. In this case, the course will not appear on the student's transcript. Tuition and fees paid for the course are not charged when the course is dropped before it begins; an appropriate refund will be made if tuition and fees already have been paid. A course(s) dropped (withdrawn from) after the course begins but before it ends is recorded on the transcript with a grading symbol of "W", withdraw, with no indication of level of performance, provided the student does not drop all courses in the current registration. Students may drop a course(s) after the course(s) begins and before it ends, by preparing a brief written statement explaining the reason for dropping the course(s) and securing the signature of the instructor, the student's program director and the dean.

Students with more than two (2) grading symbols of "W" on their transcript or more than one (1) "W" in the same course shall be subject to dismissal from the graduate school.

The total registration must be no less than nine credit hours for the student to remain eligible for a stipend.

#### **4.57 Continuation, Probation and Dismissal**

##### **4.571 Academic Standing**

##### **4.5711 Academic Performance**

Continuation in good standing in the graduate school beyond the first term is dependent on the following academic performance factors:

- i. satisfactory progress in meeting any admission conditions that have been imposed;
- ii. achieving in each term a 3.0 average or above for all letter-graded courses and in each term receive no failing grades [F (Failure), U (Unsatisfactory), WF (Withdrawn Failing)] .

Any graduate student who receives a final grade of F, WF (withdrawn failing), or U in a course must retake the course and obtain a B or S grade or better pursuant to the restrictions listed in Section 4.5713. A program may, however, permit a student to substitute a course which the program designates is equivalent to the one in which the student received the grade WF. No grade may be expunged from a transcript except I, NR, or WF; and the latter may be expunged only if the student retakes the same course.

##### **4.5712 Probation**

If a student's academic progress is less than the requirements set forth in Section 4.5711 in a given term, the dean shall inform the student by letter that he/she will be on academic probation during the next term in which the student is registered and that continuation as a graduate student is in jeopardy. Only with permission of the dean will a student be permitted to drop a course during any term that he/she is on probation. If during the term in which the student is on probation he/she achieves a 3.0 average or above for all letter-graded courses and satisfactory performance in research, thesis or dissertation courses, the dean will remove the student from academic probation.

A student who has (1) been readmitted to the Graduate School as a result of an appeal of an academic dismissal (Sections 4.5713 and 4.5714) or (2) placed on probation for a second time during his/her graduate career shall remain on probationary status for the remainder of his/her graduate training. Such a student is subject to academic dismissal from the

graduate school when either (a) he/she fails to achieve a 3.0 GPA or above for all letter-graded courses and satisfactory performance in research, thesis and dissertation courses in any term; (b) he/she receives a new F, WF, or U grade; (c) he/she receives a second grading symbol of "W" for the same course or a third grade of "W" overall; or (d) he/she fails to meet all requirements for admission to candidacy for a degree in a timely fashion as specified in Sections 4.6114 and 4.6233 of the GSBS Academic Policies.

#### **4.5713 Dismissal**

Bases for academic dismissal from the graduate school exist (a) when a student on probation fails to achieve a 3.0 GPA or above for all letter-graded courses and satisfactory performance in research, thesis and dissertation courses; (b) when a student receives a second F, WF, or U grade; (c) when a student receives a second grading symbol of "W" for the same course or more than two grades of "W" overall; or (d) when a student fails to meet all requirements for admission to candidacy for a degree in a timely fashion as specified in Sections 4.6113 )and 4.6233 of the GSBS Academic Policies.

The dean informs students in writing when they are dismissed from the graduate school.

Students dismissed from the graduate school are not eligible for readmission.

#### **4.5714 Appeals**

Students dismissed from the graduate school for failure to meet the requirements for continuation in the graduate school have the right to appeal the dismissal to a special academic review committee provided the appeal is filed in writing with the Office of the Dean within two weeks of the date of dismissal. A student who has made such an appeal may register for the subsequent term and attend classes until the special academic review committee has made a recommendation to the dean and the dean notifies the student of final disposition of his/her case. If the student does not prevail in the appeal, the student shall be immediately withdrawn from the graduate school and an appropriate refund will be made of tuition paid in the current term. The special academic review committee shall be appointed by the dean and be composed of at least three faculty members, one of whom shall be the Associate Dean for Academic Affairs (or another Assistant, Associate or Vice Dean of the Graduate School); that dean shall serve as chair. The committee shall



make recommendations to the dean concerning the student's continuation in graduate school.

#### **4.572 Continuous Enrollment**

It is required that each degree-seeking student be enrolled every term from the date of matriculation through the term in which the degree is awarded, except that a student may be granted a leave of absence in accordance with the provisions of 4.573 below. Also see 4.6115 *In absentia* Registration

#### **4.573 Leave of Absence**

##### **4.5731 Voluntary Leave of Absence**

Permission for three terms of leave of absence from a graduate program may be granted by the dean, subject to approval by the program director. Such permission will be granted only on written application and after an interview with the program director and the dean/assistant dean. Conditions for approval of the student's return to the program and school may be included in any approval of a voluntary leave of absence. Students requesting a voluntary leave of absence will be required to complete the term in which they are enrolled before the leave is granted. Otherwise, the student must withdraw from the graduate school.

##### **4.5732 Emergency Leave of Absence**

The graduate school may determine that under certain emergency situations, such as severe illness or injury, a student may be granted an emergency leave of absence. The grades assigned for courses in which the student is enrolled at the time of the emergency will be determined by application of the appropriate graduate school policies and by the dean in consultation with the student's program director and the instructor(s) for the course(s) in which the student is enrolled. The dean will include in the approval of such a leave conditions to be met before approval of the return of the student to the school. The student reinstated in the graduate school after an emergency leave will have a course of study designed by the student's program.

#### **4.574 Voluntary Withdrawal from the Graduate School**

Upon written request by the student, permission for withdrawal from the graduate school (dropping all courses in the current registration) may be granted by the dean after the dean has consulted with the program director. Students who withdraw are required to submit an official Financial Clearance Form, which may be obtained from the registrar's office. In the case of withdrawal before the end of a term from all courses, the grading symbol "W" (withdrawn with no indication of level of performance), WP

(withdrawn passing) or WF (withdrawn failing) will be recorded for each course not completed, depending on the student's standing on the last day of enrollment. In the case of withdrawal at the end of a term, the appropriate grading symbol, A through F or S or U, will be recorded for each completed course, and W, WP or WF for each course not completed. To receive the grade of W, the request for that grade for a specific course must be contained in the letter of resignation.

#### ***4.575 Transfer between Graduate Programs***

Any student who wishes to transfer to another graduate program must notify his/her program director and make formal application to the new program. The program director of the program to which the student is seeking to transfer shall inform the student's current program director of the student's interest in the transfer. The applicant is subject to the same requirements, procedures, and acceptance considerations as apply to other applicants to the program.

### ***4.6 Requirements for Degrees***

#### **4.61 Doctoral Degree**

The University of Texas Graduate School of Biomedical Sciences at Galveston offers the degree of Doctor of Philosophy. The basis for awarding the degree is the candidate's demonstration of ability to master a selected field and to pursue independent research. The supervisory committee must recommend that the graduate faculty certify that the student has fulfilled all the requirements for the degree of Doctor of Philosophy before the faculty may grant the certification.

#### ***4.611 General Regulations***

##### **4.6111 Residence**

Each doctoral degree candidate must spend at least one year, or the equivalent, enrolled as a full-time student in residence in the Graduate School of Biomedical Sciences. Exceptions to the residence requirement must be obtained in writing from the candidate's supervisory committee and the dean of the graduate school.

##### **4.6112 Foreign Language Requirement**

The graduate school does not require demonstration of proficiency in a foreign language for admission to candidacy; however, each graduate program faculty may set its own language requirement to be satisfied by a student before the student is recommended to the dean for admission to candidacy. Such language requirements must be made known to the student before admission to the graduate school. Any decision by a

graduate program faculty that a student should demonstrate language proficiency shall be subject to approval of the graduate dean.

#### **4.6113 Time Limits**

There are three time limits for the doctor of philosophy degree.

- 1) After successful completion of the written portion of the Qualifying Examination (Section 4.732) students will be allowed to register for Research (6097) a maximum of three (3) terms. Failure to be admitted to candidacy by the end of the third term after successfully completing the Qualifying Examination is grounds for dismissal from the graduate school (Section 4.5713, Academic Policies);
- 2) A final, approved copy of the dissertation and all related forms must be submitted to the graduate dean within 90 days of successful completion to the defense of the dissertation; and
- 3) All requirements for the doctoral degree must be completed within five years after admission to candidacy. Any student who fails to complete the requirements within this specified time must reapply for admission to candidacy.

#### **4.6114 Graduation**

Degrees are awarded at the end of the fall, spring, and summer terms; but formal, public ceremonies are held only at the spring commencement.

Students are required to be enrolled during the term the degree is awarded.

#### **4.6115 In absentia registration**

In absentia registration provides a mechanism for a student to register for the sole purpose of receiving a degree. Eligible students are those who finish all requirements for a degree, including submission of an approved thesis or dissertation, too late for the term deadline, but before the first day of class for the subsequent term.

#### ***4.612 Procedures to be followed by all Doctoral Students***

Detailed instructions and procedures to be followed by all doctoral students are provided in the two documents entitled "Information for Masters and Doctoral Candidates" and "Instructions for Preparation of the Doctoral Dissertation and Masters Thesis and Instructions for Use of Published Manuscript in Lieu of Masters Thesis (The "Thesis Option")" supplied by the office of the dean of the graduate school and available at <<http://gsbs.utmb.com>>.

## **4.613 Requirements for the Doctor of Philosophy Degree**

### **4.6131 Course Requirements**

Although advanced course work is an integral part of the candidate's preparation, no minimum number of credit hours has been set by the graduate school for attainment of the Doctor of Philosophy degree; however, all doctoral work is subject to review by the graduate program and the dean of the graduate school. The basis on which the degree is awarded is the candidate's demonstration of mastery of a selected field and ability to do independent scholarship. In addition, the candidate will undertake appropriate work to broaden or supplement the field of specialization.

### **4.6132 Qualifying Examination Requirements**

Each graduate program faculty shall develop written procedures for administering a qualifying examination for admission to candidacy. This shall be a written examination and may be supplemented with an additional oral examination. The qualifying examination ordinarily will be completed by the end of the second year of study and is prerequisite to admission to candidacy. When possible or appropriate, and as a means of ensuring breadth and consistency, the same written examination should be given to a group of students simultaneously.

### **4.6133 Supervisory Committee Selection**

Prior to admission to candidacy, the student shall select a supervisory professor who, with the approval of the dean, will be in charge of the candidate's doctoral dissertation. The student, in consultation with the selected supervisory professor, will recommend to the dean the other members of the supervisory committee. The selected supervisory professor and the recommended other members of the supervisory committee are appointed by the dean. The chair of the supervisory committee will be appointed by the dean on recommendation of the program director in consultation with the supervisory professor. The dissertation supervisory committee will normally consist of at least five members including four UTMB graduate faculty members, associate members or special members, and one special member or appointee (see Section 2.3) from another institution. Of the UTMB members, at least three will be from the student's program (one being the supervisory professor), and one whose primary area of scientific expertise is different from that of the supervisory professor. In general, this person will be from a graduate program other than that of the student, but in some cases a faculty member who holds an appointment within the student's program may qualify. Approval by the Program Director and the GSBS

Dean is required to ensure the appropriate scientific qualifications and diversity of the committee.

The supervisory committees for MD-PhD Combined Degree students have additional specifications. The committee must include a) an MD-degreed faculty member with a primary appointment in a clinical department and b) a member of the MD-PhD Combined Degree Program Advisory Committee. These specifications may be satisfied by the appointees to the 5 positions required by the graduate school for a Doctor of Philosophy supervisory committee or by the appointment of additional members. The Director of the MD-PhD Combined Degree Program must approve these supervisory committees before the dean considers the proposed members.

The dean will write the members of the approved committee and ask if they agree to serve. An affirmative response from a full committee as defined in this section is a prerequisite to admission to candidacy.

#### **4.6134 Requirements for Admission to Candidacy**

Admission to candidacy for the degree of Doctor of Philosophy requires:

- 1) A report from the program director that the student has passed the qualifying examination;
- 2) submission of an application for candidacy and an approved research proposal;
- 3) conversion of all incomplete (I) or not reported (NR) grades to regular grades,
- 4) resolving any failing grades (F, WF or U) on the transcript as prescribed in 4.5711 Academic Performance;
- 5) an overall grade point average of 3.0 or better;
- 6) good academic standing; except that a student on continuing probation as defined in Section 4.5712 may advance to candidacy if all other provisions of this section (4.6134) are fulfilled;
- 7) written agreement to serve from a full supervisory committee as defined in 4.6133;
- 8) fulfillment of all program requirements; and
- 9) approval by the dean of the graduate school.

After successful completion of the written portion of the Qualifying Examination (Section 4.732) students will be allowed to register for Research (6097) a maximum of three (3) terms. Failure to be admitted to candidacy by the end of the third term after successfully completing the Qualifying Examination is grounds for dismissal from the graduate school (Section 4.5713, Academic Policies).

#### **4.6135 Following Admission to Candidacy**

The supervisory committee shall ensure that the candidate satisfies all of the requirements of the doctoral degree. The "on-campus" members of the supervisory committee shall meet at least two times with the candidate before the defense of the dissertation to monitor and evaluate the candidate's progress. The chair of the supervisory committee shall periodically apprise the graduate program director of the progress of the candidate's research. In every instance, final approval of the candidate's program shall be the responsibility of the dean of the graduate school.

#### **4.6136 Doctoral Dissertation**

All doctoral students are required to register for a minimum of nine credit hours of dissertation; however, no student will be permitted to register for dissertation until he/she has been admitted to candidacy. A dissertation is required of every candidate and must be an original contribution to scholarship based on independent investigation. It is the responsibility of the candidate's supervisory committee to ensure that the candidate's dissertation meets these criteria. Copies of the dissertation (unbound) shall be made available to the supervisory committee at least three weeks prior to the scheduling of the final oral examination (defense of dissertation) to enable the members to evaluate its contents. The dissertation must be approved by the supervisory committee and the dean of the graduate school.

#### **4.6137 Final Oral Examination (Defense of Dissertation)**

The final oral examination will consist of a public seminar and a closed question/answer session open only to the student and supervisory committee. The examination will cover the dissertation and the general field of the dissertation, and such other parts of the candidate's program as the supervisory committee may determine. The dissertation is not approved until after successful completion of the examination. If the examiners are satisfied that the candidate has met all the academic requirements for the doctoral degree, they sign the signature page of the dissertation and the "Report of the Final Oral Examination".

### **4.62 Master's Degrees**

The master's degrees offered by The University of Texas Graduate School of Biomedical Sciences at Galveston are the Master of Science, Master of Arts, Master of Public Health and Master of Medical Science with majors in the areas indicated in Section 3.1.

## **4.621 General Regulations**

### **4.6211 Residence**

Each master's degree student must spend at least one year, or the equivalent, enrolled as a student in residence in the Graduate School of Biomedical Sciences. Exceptions to the residence requirement must be obtained in writing from the candidate's supervisory committee and the dean of the graduate school.

### **4.6212 Foreign Language Requirement**

The graduate school does not require demonstration of proficiency in a foreign language for admission to candidacy; however, each graduate program faculty may set its own language requirement to be satisfied by a student before the student is recommended to the dean for admission to candidacy. Such language requirements must be made known to the student before admission to the graduate school. Any decision by a graduate program faculty that a student should demonstrate language proficiency shall be subject to approval of the graduate dean.

### **4.6213 Time Limits**

All requirements for the Master's degree must be completed within four years from date of first admission as a regular graduate student. If the work for the Master's degree requires longer than a four-year period, permission to continue must be obtained from the candidate's graduate program faculty and the dean of the graduate school.

### **4.6214 Graduation**

Degrees are awarded at the end of the fall, spring, and summer terms; but formal, public ceremonies are held only at the spring commencement. Students are required to be enrolled during the term the degree is awarded.

### **4.6215 In Absentia Registration**

In absentia registration provides a mechanism for a student to register for the sole purpose of receiving a degree. Eligible students are those who finish all requirements for a degree, including submission of an approved thesis or dissertation, too late for the term deadline, but before the first day of class for the subsequent term.

## **4.622 Procedures to be Followed by all Master's Students**

Detailed instructions and procedures to be followed by all masters degree-seeking students are provided in the two documents "Information for Masters and Doctoral Candidates" and "Instructions for Preparation of the

Doctoral Dissertation and Masters Thesis and Instructions for Use of Published Manuscript in Lieu of Masters Thesis (The "Thesis Option")" supplied by the office of the dean of the graduate school and also available at <<http://gsbs.utmb.edu>>.

#### **4.623 General Requirements for a Master's Degree**

##### **4.6231 Course Requirements**

For a Master of Arts, Master of Science or Master of Public Health degree, a minimum of thirty-six credit hours of graduate instruction is required. At least eighteen credit hours, including thesis, must be in the major program area. Until the student has a supervisory committee appointed by the dean of the graduate school, he/she shall be under the direction of the graduate faculty in the student's graduate program. There are no minimum credit hour requirements for the Master of Medical Science degree.

**4.6232 Supervisory Committee Selection:** Prior to admission to candidacy, the student shall nominate a supervisory professor who, with the approval of the dean, will be in charge of the candidate's master's thesis. The student, in consultation with the nominated supervisory professor, will recommend the other members of a supervisory committee to be appointed by the dean. The supervisory professor will serve as chair of the supervisory committee unless the program director recommends to the dean that someone other than the supervisory professor serve as the chair. The supervisory committee shall ensure that the student satisfies all the requirements of the master's degree and must recommend that the graduate faculty certify the student has fulfilled all the requirements for the Master of Arts, Master of Public Health, Master of Science or Master of Medical Science degree before the graduate faculty may grant the certification.

The supervisory committee for Master of Arts, Master of Public Health and Master of Science students will normally consist of at least three regular, associate or special members of the graduate faculty, two of whom are from the student's program (one being the supervisory professor), and one who whose primary area of scientific expertise is different from that of the supervisory professor. In general, this person will be from a graduate program other than that of the student, but in some cases a faculty member who holds an appointment within the student's program may qualify. Approval by the Program Director and the GSBS Dean is required to ensure the appropriate scientific qualifications and diversity of the committee.



For the Master of Medical Science degree, the supervisory committee is composed of five members, one of whom is the supervisory professor. At least two members of the committee shall be from basic sciences departments and two shall be from clinical departments. Not more than two members shall be from the department of the student. The dean will write the members of the approved committee and ask if they agree to serve. An affirmative response from a full committee as defined in this section 4.6232 is a prerequisite to admission to candidacy.

#### **4.6233 Admission to Candidacy.**

Students seeking a master's degree with thesis are admitted to candidacy upon the recommendation of the appropriate graduate program faculty, or by a committee appointed by the graduate program director in consultation with the graduate faculty. Admission to candidacy for a master's degree requires:

- 1) submission of an Application for Candidacy form and an approved research proposal;
- 2) satisfactory performance on any required qualifying examination;
- 3) removal of all academic deficiencies; any incomplete (I) or not reported (NR) must be changed to a regular grade and any failing grade [F, U, WF (with-drawn failing)] on the transcript must be resolved as defined in 4.5711 Academic Performance;
- 4) the student may not be on probation; except that a student on continuing probation as defined in Section 4.5712 may advance to candidacy if all other provisions of this section (4.6233) are fulfilled;
- 5) the student must have an overall grade point average of 3.0 or better at the time of admission to candidacy;
- 6) the fulfillment of all program requirements;
- 7) written agreement to serve from a full committee as defined in section 4.6232 and;
- 8) approval of the dean of the graduate school.

#### **4.6234 Thesis**

All master's degree students are required to take a minimum of nine credit hours of thesis; however, no student will be permitted to register for thesis until he or she has been admitted to candidacy. The candidate for the master's degree writes the thesis under the direction of a supervisory committee. The supervisory committee and the dean of the graduate school must approve the thesis. No more than six credit hours awarded

for the preparation of the thesis may be counted toward the credit hour requirement for a degree.

#### **4.6235 Publication in Lieu of Thesis**

A student's supervisory committee may accept an in-press or published manuscript(s) in lieu of the conventional thesis in partial fulfillment of the requirements for the degree of Master of Arts, Master of Science, Master of Public Health or Master of Medical Science. The supervisory committee shall list appropriate refereed journals that would be deemed acceptable for such publication. In addition, the work reported in the publication must have been performed at the Graduate School of Biomedical Sciences at Galveston or under the supervision of a member of its faculty, and the student must be the primary author on the publication(s).

#### **4.6236 Capstone Report**

Candidates for the MPH degree typically complete a Capstone Report instead of a Thesis. A Capstone Report is a scholarly product that represents the culminating experience of the Master of Public Health Program. The Capstone Report is focused on a topic of public health significance. It represents a thorough investigation, analysis, and evaluation of pertinent issues on the topic. It is based on a review of relevant and available literature that presents a critical synthesis and elaborates issues in a unique way. It is guided by an appropriate philosophical underpinning and reflects methodological rigor, including data analysis suitable to a scientific discourse. Its singular distinction is that it purveys a novel approach to issues that relate to public health and it advances the state of knowledge or practice on the topic.

The format for the Capstone Report is similar to that of the Thesis and follows the style approved by the Graduate Program in PMCH and the GSBS. In addition, a formal manuscript is submitted to the GSBS and is published in the same manner as the Thesis.

#### **4.6237 Final Examination**

A graduate program faculty may require all candidates for the Master of Arts, Master of Public Health or Master of Science degrees to pass a final examination, (oral, written, or both) conducted by the supervisory committee. This examination need not be related exclusively to the research area of the thesis. Notice of this requirement shall be given to

the candidate on admission to the program. Master of Medical Science students shall take a final oral examination, and this defense of the data (either thesis or manuscript) will be considered an obligatory part of the degree requirement and must be completed before final preparation of the document.

Amended 7.27.04