



**GRADUATE SCHOOL  
OF BIOMEDICAL  
SCIENCES**

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**Texas Tech University  
Health Sciences Center**

**Student Handbook  
& Policy Manual**

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**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**  
**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**  
Student Handbook & Policy Manual

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# *ADMINISTRATION*

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of Biomedical Sciences

**Thomas Abbruscato, Ph.D.**, Associate Dean

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**Pamela Johnson, M.B.A.**, Assistant Dean

**Karen Smith, B.A.**, Associate Director

**Julie Wiens, B.S.**, Unit Coordinator

## *Preface*

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The purpose of this publication is to assemble a set of guidelines, instructions, information and forms concerning the operational procedures of the Graduate School of Biomedical Sciences. The Graduate School of Biomedical Sciences reserves the right to make changes as necessary without notice although every effort will be made to notify departments and students when changes are made. Specific programs within GSBS may enact stricter guidelines and policies for their graduate students.

The Graduate School of Biomedical Sciences reserves the right to institute, after due notice and during the course of a student's work toward a degree, any new ruling which may be necessary for the good of the University and therefore, ultimately, of recipients of its degrees. Normally a student may graduate under the provisions of the catalog in effect at the time of enrollment in the GSBS. The GSBS also reserves the right to make changes in courses as needed. The right to make changes in tuition and fees is reserved as regulated by the Board of Regents.

Students with disabilities who need assistance should contact the Graduate School of Biomedical Sciences at 2B106 HSC, 806.743.2556.

## *Accreditation*

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Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The Commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

## *Mission Statement*

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**The Mission of the Texas Tech University Health Sciences Center** is to improve the health of people by providing educational opportunities for students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service.

In support of the institutional mission, the **Graduate School of Biomedical Sciences** strives to provide superior graduate education as well as leadership in increasing knowledge and understanding through scholarship and research. The **mission** of the Graduate School of Biomedical Sciences is to educate the next generation of scientists and health-related professionals in a dynamic and productive research environment that fosters creativity and discovery.

The faculty and staff of the Graduate School of Biomedical Sciences are committed to:

- Providing the larger academic community, as well as future employers, with graduates who are highly competent, independent, ethical researchers and teachers;
- Demonstrating in all pursuits honesty, integrity, trustworthiness, and commitment to academic freedom;
- Ensuring that GSBS faculty, staff and students are supported in their efforts with state-of-the-art resources, facilities, and training opportunities;
- Serving as leaders in the community for the advancement of knowledge related to the basic biomedical and related health sciences.

## *Administrative Structure*

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The responsibility for the Graduate School of Biomedical Sciences (GSBS) at Texas Tech University Health Sciences Center (TTUHSC) is under the GSBS Dean, Luis Reuss, M.D. The day-to-day management of the GSBS is under the auspices of the three Associate Deans: Thomas Abbruscato, Ph.D.; Michael Blanton, Ph.D.; Afzal Siddiqui, Ph.D. and an Assistant Dean, Pamela Johnson, M.B.A. for the Graduate School of Biomedical Sciences. Graduate affairs are discussed and developed through a Graduate Council which consists of two elected representatives from each of the seven graduate programs in the GSBS, an ex officio member from the TTU Graduate School and an ex officio graduate student member. The Graduate Council is chaired by the GSBS Dean and serves an advisory role to the GSBS Dean. The departmental graduate programs, through the GSBS office, admit graduate students. The Graduate Faculty are approved by the sponsoring department and then the Graduate Council.

The Graduate School of Biomedical Sciences is administratively separate from the Texas Tech University (TTU) Graduate School. However, under agreement with the TTU Graduate School, they administer the thesis and dissertation process for GSBS students. GSBS is also listed in the Texas Tech University Catalog along with TTUHSC School of Nursing, TTUHSC School of Allied Health Sciences and TTUHSC School of Pharmacy.

## *Graduate Programs*

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Graduate programs leading to the M.S. and Ph.D. degrees are offered in the basic biomedical sciences in:

Biochemistry & Molecular Genetics Program

Biotechnology (Master's only)

Cell & Molecular Biology

Medical Microbiology

Pharmaceutical Sciences

Pharmacology & Neurosciences

Physiology

TTU and other students may also enroll in the Graduate Interdisciplinary area.

**For a complete list of courses and course descriptions, please see the [Course Catalog](#) on the GSBS website.**

# ***TTUHSC GSBS STUDENT HANDBOOK***

## ***Admissions***

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**Admission to a Master's or Doctoral Program.** Admission to any graduate degree program is granted by the Associate Dean of the Graduate School of Biomedical Sciences upon the recommendation of the department of proposed study. The applicant must have been in good standing in the school last attended. Only students who have submitted completed applications will be considered for admission. A completed application consists of the following:

1. Graduate Application for Admission to Texas Tech University Health Sciences Center – (preferably at least three months prior to date of intended enrollment). All applications are received on-line at: <http://www.ttuhsbc.edu/gsbs/academics/admissions.aspx>. Falsification of application information will void admission to Texas Tech University Health Sciences Center.
2. Official Graduate Record Examination (GRE) score report no more than five years old. This is a requirement for all applicants for degree programs regardless of educational background. Information about the GRE may be obtained from the Educational Testing Service, PO Box 6000, Princeton NJ 08541-6000 or [www.gre.org](http://www.gre.org) . All test scores are received by the TTUHSC Registrar's Office, not the department. The institution code for Texas Tech University Health Sciences Center is 6851.
3. Official transcripts. The applicant must have earned a bachelor's degree from a regionally accredited institution in the United States or its equivalent from an international institution. International institutions must be recognized by their government/governmental ministry as a degree-granting institution. The applicant must submit an official transcript from each college or university attended. All degrees earned must appear on an official transcript. In addition to these standard requirements, international applicants must also provide a course-by-course evaluation of all coursework. It is recommended that international students utilize the transcript services listed on the on-line application.

An international applicant who, because of current enrollment, cannot provide final transcripts or course-by-course transcript evaluations at the time of application must submit transcripts and transcript evaluations of all completed study. Consideration may then be given for provisional admission upon the condition that final transcripts and final transcript evaluation are provided within the initial semester of enrollment. Applicants must submit at least six semesters of coursework to be eligible for admission consideration. The applicant must have been in good standing in all schools attended at final matriculation. An international applicant must provide official transcripts from attendance at any U.S. university.

4. A one-time nonrefundable application fee for graduate study (currently \$45 for both domestic and international applicants).

Prospective students must also contact the department in which they are planning to study to obtain information regarding any special admission requirements, such as additional tests, applications, or letters of recommendation. You may also find departmental information at their websites listed under “programs” at [www.ttuhs.edu/gsb](http://www.ttuhs.edu/gsb).

Application files will not be evaluated until all the above requirements have been met. Applicants will be notified when an admission decision has been made. Some departments, operating with a limited number of stipends each year, make final decisions for the fall semester in early spring.

Three general categories of criteria are used to evaluate all applicants for admission:

1. Academic records: All academic records may be considered – last 60 hours, total, major, post-baccalaureate, etc.
2. Test Scores: Scores on the General Test of the Graduate Record Examination (GRE) should be no more than 5 years old. Each score is considered separately with percentile scores viewed by broad major. In accordance with [Texas Education Code §51.842](#), the applicant’s performance on a standardized test is not to be used in the admissions or competitive scholarship process as the sole criterion to end consideration of the applicant. International students will need to submit TOEFL (Test of English as a Foreign Language) scores.
3. Individual Profile: Profiles may include recommendations, research background, motivation, multilingual proficiency, undergraduate institution, presentations, portfolios, and interviews. Admission committees may also consider work experience, demonstrated commitment to a particular field or study and community involvement.

U.S. or permanent resident applicants, who for whatever reason, cannot provide all documents required for admission to a degree program by the time of planned initial enrollment, may request permission to register for graduate courses through temporary non-degree admission (GIDS).

SEVIS – International students, exchange visitors and scholars attending school or conducting research in the United States are required to pay a \$100 SEVIS fee prior to obtaining their visas. The fee is associated with the Student Exchange and Visitor Information System (SEVIS) and took effect September 1, 2004. The SEVIS fee is not reimbursable by TTUHSC.



## *Enrollment*

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Students who have been granted admission to the GSBS are expected to register for course work whether or not they contemplate degree work. Failure to register in the term for which admission is granted requires the student to reapply for admission. Registration information is provided during new student orientation prior to the first day of class. Graduate students are permitted to register at any time beginning with the first day of advance registration. Advance registration usually begins in April for the summer and fall sessions and in November for the spring semester. Online, web-based registration is available to all admitted students. Instructions for registration and add-drop can be found at [www.techsis.admin.ttu.edu/student](http://www.techsis.admin.ttu.edu/student).

**1<sup>st</sup> Year Curriculum.** The Graduate School of Biomedical Sciences implemented a first year curriculum for Ph.D. students in the fall of 2006. This is a unified, coordinated curriculum designed to give students a broad background of knowledge in the biomedical sciences. Students are required to take 5 of the 7 courses depending on the students program. The first year curriculum courses include: Biochemistry, Biotechnology, Microbiology, Cell Biology, Human Physiology, Pharmacology and Cell & Molecular Immunology. In addition to the 5 required courses in the core curriculum, students are also required to complete a one-hour course in Ethics (GSBS 5101 - Responsible Conduct in Research). Pharmaceutical Sciences has a separate core curriculum requirement for the M.S. and Ph.D. students. Students that have extensive knowledge in a subject area may request an exemption of specific course requirements within the first year curriculum. See [TRANSFER Credit](#) and [WAIVING](#) program requirements for additional information.

**Changes in Schedule and Withdrawal.** A graduate student who wishes to add or drop a course must initiate such action with the graduate advisor of his or her program. Students should follow the academic calendar for deadlines associated with add/drop and withdrawing from a course. A student who no longer attends a course without an official withdrawal will receive an F in that course.

**Full-Time Study.** Normal full-time enrollment varies between 9 and 13 hours for doctoral students and 9 and 16 hours for other graduate students in the regular semester. The minimum enrollment for full-time graduate status is 9 hours in the semester. Full-time enrollment for the summer term is 6 hours. Students on fellowships, assistantships, or other appointments designed for the support of graduate study must enroll for at least 9 hours in each regular semester and at least 6 hours in the summer term.

If a student is devoting full time to research, using university facilities and faculty time, the schedule should reflect at least 9 hours enrollment (6 hours in the summer term).

Doctoral students who have completed coursework, passed qualifying exams, been admitted to candidacy, and have accumulated at least 120 hours may register for 3 hours each semester for up to one year (i.e. fall – 3; spring – 3; summer – 3). The summer term shall count as one semester. If a student elects the reduced hours and does not complete the degree within that period, the student must resume full-time status (9 hours per long semester). Reduced enrollment hours may affect financial aid status; students are encouraged to check with financial aid, scholarship and loan officers before taking the reduced hours.

Normally, the maximum allowable hours per semester is 13 for doctoral students, 16 for other graduate students, and 6 in the summer term. **The general rule is that a student may not earn more than 1 hour of credit for each week of the enrollment period.** GSBS semesters are 16 weeks (45 contact hours for a 3 semester-credit-hour course). Any exceptions to this rule must have the prior approval from the GSBS Office.

Registration in an individual study, research, or similar course implies an expected level of effort on the part of the student comparable to that associated with an organized class with the same credit value.

A doctoral student not on campus who is required to register solely for the purpose of satisfying a continuous enrollment requirement need not register for more than 1 credit hour during each term. However, a doctoral student not on campus who is involved in internship, research, or another type of academic study should register for credit hours in proportion to the teaching effort required of the program faculty.

**Leave of Absence.** Any student who fails to register for three consecutive semesters (12 months) and who does not have an official leave of absence from study is subject to review for readmission by the standards in effect at the time of reconsideration. Official leave of absence, which is granted by the GSBS Office upon departmental recommendation, may be granted only in cases of serious medical conditions and other exceptional reasons. Normally, leaves of absence will not exceed one year. Leaves of absence do not extend the maximum time allowed for completion of the degree.

**Maximum Allowable Graduate Hours.** Students not making timely progress toward completion of a graduate degree are subject to termination by the GSBS Office. The Texas Legislature has capped formula fundable graduate hours and imposed sanctions upon universities permitting registration for excess hours. Graduate students beyond the maximum allowable graduate hours as determined by the Texas Legislature may be required to pay out-of-state tuition, regardless of residence status.

The maximum time allowed for completing a master's degree is six years. The maximum time allowed for completing the doctoral degree is eight years from the first doctoral semester or four years from admission to candidacy, whichever comes first. Graduate students with more than 129 doctoral hours may be required to pay out-of-state tuition, regardless of residence status. The GSBS Office must approve exceptions or extensions in advance. (See [129 Hour Rule](#)).

**Registration.** Students are required to register for appropriate courses in every semester (including summer) in which they expect to receive assistance, use the facilities of the university, or take comprehensive examinations.

The number of hours for which students must enroll in each semester depends on their level of involvement in research and their use of university facilities and faculty time. Students in residence who are devoting full time to research should enroll for 9 to 12 hours.

**Registration Without Credit (Auditing).** Persons who wish to audit a course for no grade must obtain written permission from the GSBS Office and the instructor on the [Permission to Audit Course without Credit](#) form. Those who audit a course do so for the purpose of hearing or seeing only; they do not have the privilege of participating in class discussions or laboratory or field work,

of turning in papers, or of receiving a grade or credit in the course. Students who audit a course will not be listed on the class roll, and no notation of the audit will be made on the student's transcript. Students must pay a \$10 fee for the privilege of auditing a course.

**Registration by Faculty and Staff.** Full-time members of the faculty and staff of Texas Tech University or Texas Tech University Health Sciences Center (TTUHSC) may enroll for courses by permission of the department chairperson concerned. In registering for graduate work, they become subject to the regulations of the Graduate School of Biomedical Sciences. However, no member of the faculty who has held rank higher than instructor at TTUHSC is eligible to pursue a graduate degree program at this institution unless prior approval of the GSBS Office is given.

**Registration by Undergraduates.** An undergraduate student who is within 12 hours of graduation and who has at least a B average in the major subject may enroll for courses carrying graduate credit, subject to the approval and certification of an acceptable grade point average and the approval of the GSBS Office. The [Approval for Graduate Credit](#) form must be approved by the GSBS Office prior to registration. No course taken without this approval may be counted for graduate credit. With the approval of the GSBS Office, students may take graduate courses for undergraduate credit. Students may not, however, receive both graduate and undergraduate credit for the same course, except for up to 9 hours for an approved joint undergraduate and graduate degree program.

An undergraduate who is permitted to enroll for graduate work as indicated above is required to take the Aptitude Test of the Graduate Record Examinations in the first semester of enrollment in graduate courses if the test has not been taken during the previous five years.

The maximum amount of work that may be scheduled by an undergraduate who is taking courses for graduate credit is 16 hours in a semester or 6 hours in the summer term, including graduate and undergraduate work. Undergraduates permitted to enroll for graduate work are expected to receive their bachelor's degree within a year of their first graduate enrollment.

An undergraduate may not receive credit for more than 12 semester hours of graduate work completed prior to admission to the Graduate School of Biomedical Sciences as an applicant for a graduate degree.

**Semester of Graduation.** There are three official graduation dates: December, May and August. Every candidate for a graduate degree must be registered in the GSBS in the semester of graduation. Masters students are required to register for 9 hours unless the student qualifies as an off-campus student. Doctoral students who have been admitted to candidacy and accumulated 120 hours may be eligible to reduce hours during their last year (see [129 Hour Rule](#)). Failure to graduate at the expected time requires such additional registrations as may be necessary until graduation.

**Thesis or Dissertation Hours.** Registration for at least 6 hours of 6000 is required for the master's thesis and at least 12 hours of 8000 for a doctoral dissertation. Once the project is begun, a student must be enrolled in such courses every semester until completion. A student should enroll under the committee chairperson; however, in those instances in which other professors on the committee are making substantial contribution to the student's research, it is permissible for the student to enroll proportionally under those professors. Students certified as off-campus may enroll for as little as 1 hour until their final semester, at which time 3 hours minimum are required.

Students who have begun thesis or dissertation research must register for 6000 (thesis) or 8000 (dissertation) courses in each semester until all degree requirements have been completed, unless granted an official leave of absence from the program for medical or other exceptional reasons. Off-campus students may register for 1 hour of thesis (6000) or dissertation (8000) with departmental approval until their final semester, at which time they must enroll for at least 3 hours. Students receiving financial assistance must register for the number of hours required by [Financial Aid](#).

Students may not enroll in thesis or dissertation courses before formal admission to a degree program by the GSBS Office.

## *General Information*

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The Graduate School of Biomedical Sciences reserves the right to institute, after due notice and during the course of a student's work toward a degree, any new ruling that may be necessary for the good of the university and therefore, ultimately, of its degree recipients. Normally a student may graduate under the provisions of the catalog in effect during the semester of admission into the degree program.

**Academic Probation and Dismissal.** Every student enrolled in the GSBS, whether working toward a degree or not, is required to maintain a high level of performance and to comply fully with policies of the institution. The GSBS reserves the right to place on probation or to dismiss any graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of the GSBS.

If a graduate student's GPA for a particular semester falls below 3.0, the student will be placed on academic probation. (A 3.0 average is the minimum requirement of the GSBS; individual academic areas may, and often do, impose a higher grade point average for continuation in their academic programs.) Once on academic probation, a student must make a 3.0 GPA or better in the next semester in which he or she is enrolled. Failure to do so, or to maintain a 3.0 current GPA in each succeeding semester, may result in academic dismissal from TTUHSC. Additional details may be found in the [Academic Probation](#) policy. Regulations governing scholastic probation are based on semester grade point averages and will be applied regardless of overall grade point average. Any student who has been dismissed must appeal to the GSBS if reinstatement is desired. Procedures to appeal the dismissal are found in the [Appeals Policy](#) for students.

A student may be dismissed for unprofessional conduct such as cheating or plagiarism. Any appeal is subject to the provisions of the Code of Student Conduct. See the [Student Affairs Handbook](#) and the [Dismissal Policy](#) for further information.

**Extracurricular Activities.** Graduate students may participate in extracurricular activities within university policies. They are encouraged to participate in the annual Student Research Week and in the Graduate Student Associations, organizations devoted to supporting the interests of graduate students.

**Grades.** The grades used in the Graduate School of Biomedical Sciences (GSBS) are: A, B, C, D, and F and all grades are used in computing grade point averages. Instructors may NOT choose to add a plus or a minus to the grade. Graduate credit is given for courses completed with grades of A, B, and C; however, individual programs may require a student to retake courses in which a "C" was obtained.

Departments have the option to use pass-fail grades (P and F) for individually arranged courses, professional seminars, and certain other courses. Student committees and/or the advisor (if student committees have not been established) may approve graduate students to take elective courses as pass-fail, however, no more than one-fourth of a student's program course work may be graded pass-fail.

Students wishing to take a course pass-fail must get approval from their committee and notify the GSBS office prior to registering for the course. A student must declare the intent to take a course pass-fail no later than the last day on which a grade of W is automatically given for courses dropped.

A student who has chosen to take a course pass-fail may not subsequently change to a letter-graded basis. Graded courses that students elect to take pass-fail will be converted using the following scale: A, B = Pass; C, D, F = Fail. A grade of F received on a course taken pass-fail will be computed into the grade point average. The names of students taking a course pass-fail will not be made known to the instructor.

The program, in which the major or minor will be declared, will decide whether courses taken under the pass-fail system shall count toward satisfying the degree requirements.

No final grade assigned for a graduate-level course may be raised unless an error has been made. Substituting another course for one completed with a low grade is not permitted.

Work completed at another graduate school with a grade less than B will not be accepted, nor will grades of Pass or Satisfactory. Grades on transferred work will not contribute to the grade average on courses completed at TTUHSC.

Procedures to appeal a grade may be found in the [Grade Appeals](#) policy.

**Grading Symbols CR, I, W, and WF.** The symbol CR (credit) is normally assigned for every enrollment for a master's thesis or doctor's dissertation until the completed document has been approved by the student's committee and accepted by the GSBS Office. At that time a letter grade will be entered for the final enrollment. Faculty may elect to grade the last 6 hours of thesis (12 hours of dissertation) by preparing a grade change form if a portion of those hours were taken in a previous semester.

CR may be given by a professor when a student's work in other individual research courses is not finished but is satisfactorily in progress at the end of a semester. When the research is completed, a standard letter grade should be entered for the final semester. PR is not an appropriate grade for any graduate course.

The symbol "I" (incomplete) may be given by a faculty member when a student's work in a course has not been completed at the end of a semester and when failure to complete the work has been due to causes beyond the student's control. It is not used as a substitute for an F. When the "I" is given, the instructor should file a memo with the GSBS Office specifying the reasons for the grade and the work remaining to be done. When there is no action on the part of the student for a year, the "I" will automatically become an F.

When a student officially withdraws from a course by the specified date early in the term, a grade of W will be assigned. A withdrawal after the specified date will result in a grade of W or WF, according to the assessment of the student's work in the course up to the time of the official withdrawal. If the withdrawal is after the deadline for an automatic W, the students must provide the registrars office with completed grade change form with a grade of W or WF at the time of the official withdrawal. A student who no longer attends a course without an official withdrawal will receive an F in that course.



**Prerequisites for a Graduate Major.** For a graduate major, an applicant must have completed, or must take, sufficient undergraduate work to ensure adequate background for successful graduate work in the proposed field. With approval of the department, the student may receive credit by examination for such leveling requirements. Any department may specify additional prerequisites if they are considered necessary and may require an applicant to pass an examination before being accepted.

**Proficiency in English.** A student found deficient in English may be required to satisfactorily complete certain specified courses in English usage (without graduate credit) before being considered for admission to candidacy for a graduate degree.

**Responsibility of Students.** Each graduate student is expected to become thoroughly familiar with departmental guidelines, Graduate School of Biomedical Sciences regulations and degree requirements. Failure to follow the regulations and requirements almost inevitably results in complications for which the Graduate School of Biomedical Sciences cannot assume responsibility.

To facilitate communications, GSBS solely utilizes the ttuhsc-assigned e-mail account. It is the student's responsibility to check this account for important information and notifications.

**Statement of Intention to Graduate.** A student planning to graduate must file in the GSBS office a [Statement of Intention to Graduate](#) at the beginning of the semester of intended graduation. No candidate's name will be placed on the "Tentative List of Graduates" for any graduation date unless this statement has been received at the GSBS Office by the specified deadline. The deadline to file the intent to graduate is posted on the GSBS website under [Graduation Deadlines](#).

A candidate who fails to graduate at the expected time is required to file a new [Statement of Intention to Graduate](#) for any subsequent graduation.

**Transferring within GSBS Programs.** Students who want to change their academic major – that is, transfer from one program to another within GSBS – should first notify the current graduate advisor of their intent to transfer. Once notification has been given, the student should contact the graduate advisor of the new program they wish to enter. If the program is willing to accept the student, the student should have the new graduate advisor approve the transfer by signing the [Application for Change in Major](#) form. Once the form has been signed by the new graduate advisor, the form must be approved by the GSBS Office.

Students can change their academic major at any time during a term; however, it will not be effective until the beginning of the following term. Research assistantship positions do not transfer between programs.

Only students in good standing may transfer into another GSBS program. Students who have been dismissed may reapply to another graduate program through the application process, but they may not utilize the [Application for Change in Major](#) form.

**Transfer Credit.** There is no automatic transfer of credit from another university toward a graduate degree within the Graduate School of Biomedical Sciences. In general, all such work is subject to review and approval by the student's department and by the GSBS Office. No work completed with

a grade of less than B will be considered. All students must submit an official transcript along with the request for transfer.

Students may petition for approval of a graduate level course taken at another institution to satisfy a program requirement by providing documentation that the course is equivalent to a GSBS course which satisfies the requirement. The request to substitute a course should be submitted to the graduate advisor in the first semester after matriculation. If approved by the program committee, the request will be forwarded to the GSBS Office for final approval.

Experiential credit is only approved in advance for matriculated GSBS students who may spend a semester learning research techniques in an approved laboratory outside of the institution and this must be requested in writing to the GSBS Office on a case-by-case basis. For credit to be awarded the GSBS Office will determine how much credit may be earned and it will be awarded under a Special Topics course number.

Graduate credit is not granted for courses taken by correspondence.

**Waiving Program Requirements.** Each program has specific requirements of graduate students outside the general requirements of GSBS. Graduate students may petition to waive a specific program requirement (a course) if the student has taken a similar course at another institution. Approval for waiving program requirements is considered at the program level and is described in individual program policies. General guidelines for this process are as follows:

1. The student petitions the graduate advisor of the specific program in writing, describing the course they wish to waive and the pertinent details on the course previously taken (the course must have been completed within a certain amount of time as determined by the individual program).
2. The student must provide an original transcript from the previous institution clearly displaying that the course was taken and satisfactorily passed with a “B” or better.
3. The student must also provide a complete syllabus for the previously taken course in order for the program to determine if the content of the course is substantially similar to the course in which a waiver is being requested.
4. The graduate advisor of the program will present all of this information to the graduate program committee who will decide if the request will be granted or denied.
5. In cases where the graduate program committee cannot decide the appropriateness of the request, they may require the student to take and pass a comprehensive examination on the contents of the course.

Program requirements (courses) that are waived do not reflect on the student’s HSC transcript nor do the credit hours count toward the degree. Documentation for waiving a course will be maintained in the student’s department. GSBS will not receive or retain any documentation regarding requests to waive program requirements.



# *Degree Programs*

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## *The Master's Degree*

**Prerequisites.** Admission to a master's degree program is dependent upon the applicant's undergraduate record, scores on the Aptitude Test of the Graduate Record Examinations, other relevant information, and recommendation of the proposed program.

A substantial body of undergraduate work in the major subject and considerable breadth of background are essential for graduate study. Therefore, students whose undergraduate programs are considered deficient in breadth or depth may be required to complete additional preparatory work without degree credit. Such undergraduate "leveling" courses must be completed with a grade of C or better.

**Basic Plans for the Master's Program.** Every program for a master's degree must embody a major comprising at least 24 semester hours of graduate work (which may include a thesis) in a subject which has been approved for major work and for which the student has, or completes without degree credit, the necessary prerequisites for a graduate major.

There are two basic plans for master's degree work:

1. A minimum of 24 hours of graduate course work plus 6 hours of thesis (6000). The courses for the master's degree with a thesis should be approved by the research advisor (committee chair) and not the graduate advisor.
2. A minimum of 36 hours of graduate course work without a thesis.

A minimum of 6 hours of research (7000) is required for the master's degree. Research hours may count toward the total number of hours required (24 – thesis masters; 36 – nonthesis masters). Ordinarily, no more than 6 hours of individual study courses (aside from the thesis) will be permitted in the master's program. The option to offer thesis or non-thesis programs is a departmental decision.

**Filing the Official Degree Plan and Admission to Candidacy.** After the first semester of enrollment (as soon as 9 to 12 semester hours of the work listed in the degree plan have been completed), the student should submit to the Graduate School of Biomedical Sciences a [\*Master's Degree Plan & Application for Admission to Candidacy\*](#) as prepared by an official representative of the proposed major department. Delay in submission of a degree plan may result in postponement of admission to candidacy and graduation.

When the student receives an approved copy of the *Master's Degree & Application for Admission to Candidacy* from the GSBS Office, he or she is expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made upon submission of a signed copy of the [\*Changes to the Degree Plan\*](#) and the approval of the GSBS Office.

Approval of a Master's Degree Plan and Application for Admission to Candidacy form does not, however, constitute admission to candidacy for a master's degree. It merely signifies that the

proposed plan will be acceptable if the student satisfies all of the regulations of the GSBS and all of the requirements connected with the degree plan.

Admission to candidacy will be automatically granted at such time as all of the following requirements have been met.

1. All conditions relating to admission to the program have been met including the submission of the *Master's Degree Plan & Application for Admission to Candidacy* form.
2. At least 9 semester hours of the graduate work required for the master's degree have been completed (exclusive of transfer courses).
3. All required leveling work has been completed with C or better grades.
4. An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.
5. The general field of the thesis has been stated and approved.
6. Work to date is acceptable to the departments concerned, as attested by their approval of the application for admission to candidacy.
7. The entire program conforms to the general requirements of the Graduate School of Biomedical Sciences and the requirements of the particular degree.

**Annual Review.** The Graduate School of Biomedical Sciences requires faculty of master's programs to conduct a formal review of their students' progress at least once a year. Any student not making satisfactory progress toward the degree may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal.

**Grade Requirement for Graduation.** For the master's degree, the minimum requirement for graduation is an average of 3.0 in the major subject and an overall average of 3.0 on all courses, exclusive of the thesis, comprising the official program for the degree.

**Residence.** Study leading to a graduate degree involves sustained residence as well as the successful completion of course work. Residence is credited for work done on the campus of Texas Tech University Health Sciences Center and for certain types of course (theses, internships, individual study, or other such course) when offered by TTUHSC faculty. Ordinarily, the minimum residence for any master's degree is a full academic year of graduate work completed on a TTUHSC campus. Part-time enrollment is evaluated on an individual basis.

**Transferred Work.** There is no automatic transfer of credit toward a master's degree, but in general, work completed in residence at another accredited graduate school may, on the recommendation for the departments concerned, be accepted for as much as 6 semester hours toward a master's degree. Work completed at another graduate school with a grade less than B will not be accepted. Transfer credit will not alter a student's grade-point average at TTUHSC.

**Time Limit.** With the exception of certain specially approved programs, work credited toward a master's degree must be completed within six years. Students whose graduate study here is interrupted by military service will be granted an extension of time for the period of their military duty, not exceeding five years.

**Master's Thesis.** The master's thesis is expected to represent independent work by the student, conducted under the supervision of the committee, and to be written clearly and concisely in good

English. As soon as the student's area for thesis research has been determined, an advisory committee will be appointed by the GSBS Office upon the recommendation of the major department. The committee must consist of at least three members of the Graduate Faculty. More than one vote for disapproval shall constitute failure of the examination. The student must earn a grade of B or better on thesis work to qualify for graduation.

A manual entitled [\*Thesis – Dissertation Formatting Guidelines\*](#) is available. All manuscripts must conform to the published policies. The final copy of the thesis must be submitted electronically to the ETD website. Deadlines and more information on this process are available through the GSBS website at <http://www.ttuhsb.edu/gsbbs/documents/forms/08graduationdeadlines.pdf>.

Two copies of the thesis are required by the Graduate School of Biomedical Sciences (for the department and HSC Library). Additional copies may be required by the academic program in which the student pursues the degree. The GSBS Office recommends utilizing [www.thesisondemand.com](http://www.thesisondemand.com) to purchase bound copies. The two required copies should be mailed directly to the GSBS Office at: TTUHSC-GSBS, 3601 4<sup>th</sup> Street, Lubbock, TX 79430. Once the order has been placed, a copy of the receipt should be forwarded to [pamela.johnson@ttuhsc.edu](mailto:pamela.johnson@ttuhsc.edu).

### **Fees.**

1. **Document Fee.** Early in the semester of graduation, the candidate will pay the HSC Bursar's Office a document fee to cover the cost of uploading and storing the thesis to the ETD website. This fee is paid only once.
2. **Graduation Fee.** Also early in the semester of graduation, the candidate will pay a graduation fee to cover the cost of printing the diploma and renting the cap and gown. This fee is paid again if the student does not graduate in the semester in which the fee was paid.

**Thesis Defense.** The Graduate School of Biomedical Sciences strongly encourages each student to write and defend a research thesis. No student should expect the defense to be based solely on performance in the classroom. A final public oral examination (defense) may be scheduled after the thesis has been read by the advisory committee. The examination may not be administered until at least three weeks have elapsed following the candidate's submission to the GSBS of the notification form giving the time, place, and other information pertaining to the defense. The [Instructions and forms](#) are available on the [GSBS website](#).

The thesis defense is conducted by the advisory committee. All members of the committee participate fully in the examination and cast a vote. Faculty other than members of the committee may participate in the examination but have no vote in determining the outcome. At the conclusion of the defense, the [Thesis Oral Defense Signature Form](#) should be forwarded to the GSBS Office.

A student who does not receive a satisfactory evaluation may be assessed once again after an interval of four months or more. At the discretion of the program concerned, a student who receives a satisfactory evaluation but who does not graduate within 12 months may be required to repeat the assessment.

**Non-Thesis Final Comprehensive Evaluation.** The Graduate School of Biomedical Sciences strongly encourages a final comprehensive evaluation for all non-thesis students in a master's program. Thesis students typically defend their thesis in lieu of a final comprehensive written

examination. The final evaluation (written or oral) should require a synthesis and application of knowledge acquired during the course of study and research leading to the master's degree.

A student is eligible to undergo evaluation only after having been admitted to candidacy by the GSBS Office. As soon as possible after the evaluation, a written report of the outcome should be sent to the GSBS Office. A student who does not receive a satisfactory evaluation may be assessed once again after an interval of four months or more. The student must earn a grade of B or better on the comprehensive evaluation to qualify for graduation. At the discretion of the program concerned, a student who receives a satisfactory evaluation but who does not graduate within 12 months may be required to repeat the assessment.

## *The Doctoral Degree*

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**Admission to Doctoral Study.** Admission to doctoral study is restricted to applicants whose backgrounds show definite promise of success on this, the highest level of academic endeavor. Each doctoral program has its own requirements which applicants must satisfy for admission. It is essential that the student communicate with departmental advisors on this matter.

**Years of Study.** A minimum of three years of graduate study beyond the bachelor's degree is required for the doctorate. Work completed for the master's degree may be considered as a part of this period if it forms a logical sequence in the entire program. Ordinarily, credit will not be given for work completed more than seven years prior to admission to the doctoral program at TTUHSC. Exceptions to this policy will require written justification through the student's department and approval by the GSBS Office.

Work completed in the doctoral program of another recognized graduate school will be considered on the recommendation of the program concerned, but no assurance can be given that such work will reduce the course or residence requirements. In no case can transferred credit reduce the minimum residence (see Residence Requirements).

Doctoral study cannot be calculated solely in terms of credit hours, but the program for the doctorate normally requires the completion of 60 or more semester hours of work beyond the bachelor's degree, exclusive of credit for the dissertation. No more than 12 hours of course credit will be given for research hours. Up to 12 research hours may count toward the required 60 hours. Prior approval by the dean is required for any exceptions.

**Major and Minor.** The doctorate requires at least 60 semester hours of graduate work, exclusive of the dissertation. The GSBS does not require a formal minor, however, the student may pursue a minor or one may be required by the student's advisory committee or by the program faculty in which the major is taken. If a minor is taken, it must include at least 15 graduate hours in a program outside the student's major. The minor will be declared in the student's Program for the Doctoral Degree. If a minor is taken, the major requires a minimum of 45 semester hours.

Courses listed for the major will be primarily in one academic program. However, courses from other academic programs may be included if they provide coherent support for the program courses in the major. If a formal minor is declared, a faculty member with advanced knowledge in the area

of the minor must be represented on the student's doctoral committee and material from the minor must be covered on the qualifying examination.

Programs at variance with this description may be approved in exceptional circumstances. Such proposed exceptions must be approved by the advisory committee and the program faculty before they are submitted to the GSBS for consideration.

**Residence Requirement.** The intent of doctoral residency is to ensure that doctoral students benefit from and contribute to the complete spectrum of educational and professional opportunities provided by the graduate faculty. When establishing residency, the student should interact with faculty and peers by regularly attending courses, conferences, and seminars, and utilize the library facilities and resources needed to support excellence in graduate education. Doctoral candidates must complete at least three (3) years of full-time graduate level work beyond the baccalaureate degree (or one year beyond the master's degree), of which at least one academic year – the residency year – must be spent in residence on the TTUHSC campus. The residence requirement is fulfilled by the completion of at least 9 hours of course work in each of the two long terms and 6 hours in the summer. Other patterns require approval of the GSBS Office.

The plan for fulfilling the residence requirement must be indicated on the doctoral program form submitted to the GSBS in the first year of doctoral study and must be approved in advance of the beginning of the residence year.

**Filing a Degree Plan.** Early in a student's doctoral studies a formal evaluation will be made of his or her background preparation in the major field. This evaluation may vary according to the academic unit involved; in some cases it may consist of a formal written or oral exam, in others, a review meeting with a committee or graduate advisor, in still another, the successful passing of a key course or courses. On the basis of this evaluation, whatever form it takes, the student's course of study will be projected and submitted to the GSBS on the appropriate form. This evaluation will occur during the student's first year of doctoral study and the [Doctoral Degree Plan](#) will be submitted to the GSBS before the second year of work is begun. Revisions of the plan are permitted as needed by submitting the [Changes to the Degree Plan](#) form.

**Annual Review.** The GSBS requires faculty in each doctoral program to conduct a formal review of their students' progress annually. Any student not making satisfactory progress may be placed on probation and given conditions to meet in order to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal.

**Advisory Committee.** As soon as an applicant's program has been determined, an advisory committee of at least four members of the graduate faculty will be appointed by the GSBS Office on the recommendation of the advisor concerned. This committee will meet at least annually with the applicant and will direct his or her work at all stages. Either the chair or the co-chair of a student's committee must hold a primary appointment in the program from which the student will receive the doctorate.

**Qualifying Examination.** The qualifying examination for admission to candidacy for the doctoral degree is one of the major features of the doctoral program and will be administered in both the major and minor areas of study (if a formal minor has been declared). The examination requires a synthesis and application of knowledge acquired during the course of study for the doctoral degree;



consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the qualifying examination. A student is eligible to stand for this examination after receiving approval of the doctoral degree plan from the GSBS Office and completing most of the course work prescribed by the approved plan. Students must take this examination within one calendar year of completing all requirements listed on the degree plan. Failure to do so will be cause for dismissal from the program. At least four months must intervene between the qualifying examination and the final examination (dissertation defense).

The purpose of the Qualifying Examination is to ensure that students have mastered the fundamentals in a major area of interest, and they are adequately prepared to begin working full-time on thesis research. The Exam in most programs comprises the preparation of a written research proposal and an oral defense of the proposal to a faculty committee. The Qualifying Examination normally is prepared and administered by the candidate's advisory committee.

*Procedure When the Examination Is Satisfactory.* If the Qualifying Examination is considered satisfactory, the chairperson of the advisory committee will send the [Admission to Candidacy](#) form to the GSBS Office for consideration by the Graduate Council. This recommendation should be forwarded as soon as possible after all the above requirements have been met.

*Procedure When the Examination Is Not Satisfactory.* If the Qualifying Examination is not satisfactory, the chairperson of the advisory committee will notify the GSBS Office in writing. An applicant who does not pass the qualifying examination may be permitted to repeat it once, after a lapse of at least four months, and not more than twelve months from the date of the unsatisfactory examination. Failure to pass the qualifying examination within the specified time will result in dismissal from the program irrespective of performance in other aspects of doctoral study.

**Admission to Candidacy.** Authority for admitting an applicant to candidacy for a doctoral degree is vested in the Graduate Council. Upon receipt of an [Admission to Candidacy Request](#) form from the advisory committee, the GSBS Office will submit it to the Graduate Council for approval.

By written communication, the GSBS Office will transmit the results of the council's action to the applicant, to the chairperson of the advisory committee, and to the chairperson of the department concerned. A student must be admitted to candidacy for the doctorate at least four months prior to the proposed graduation date.

**Dissertation.** A dissertation is required of every candidate for a doctoral degree. This requirement is separate and apart from other requirements in doctoral programs; consequently, successful performance in other areas does not necessarily guarantee the acceptance of a dissertation. The dissertation work must earn a grade of at least B in order to qualify the student for graduation. The Graduate School of Biomedical Sciences strongly recommends that each student be required to present and defend a dissertation proposal before his or her committee early in the course of the research.

The subject of the dissertation must be approved by the advisory committee and the GSBS Office at least four months before the candidate's proposed date of graduation. The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the materials. The dissertation should embody a significant contribution of new information to a subject or a substantial

reevaluation of existing knowledge, presented in a scholarly style. The work on the dissertation is constantly under the supervision of the advisory committee.

A manual entitled [\*Thesis – Dissertation Formatting Guidelines\*](#) is available. All manuscripts must conform to the published policies. The final copy of the dissertation must be submitted electronically to the ETD website. Deadlines and more information on this process are available through the GSBS website at [www.ttuhscc.edu/gsbs/08deadlines](http://www.ttuhscc.edu/gsbs/08deadlines)

Two copies of the dissertation are required by the GSBS. Additional copies may be required by the academic program in which the student pursues the degree. They must be accompanied by an abstract of no more than 350 words. The GSBS Office recommends utilizing [www.thesisondemand.com](http://www.thesisondemand.com) to purchase the bound copies. The two required copies should be mailed directly to the GSBS Office at: TTUHSCC-GSBS, 3601 4<sup>th</sup> Street, Lubbock, TX 79430. Once the order has been placed, a copy of the receipt should be forwarded to [pamela.johnson@ttuhsc.edu](mailto:pamela.johnson@ttuhsc.edu).

### **Fees.**

1. **Document fee** - The candidate will pay the HSC Bursar's Office a document fee to cover the cost of uploading and storing the dissertation to the ETD website. This fee should be paid only once.
2. **Graduation fee** - Early in the semester of graduation, the candidate will pay a graduation fee to cover the cost of printing the diploma and renting the cap and gown. This fee is paid again if the student does not graduate in the semester in which the fee was paid.

**Grade Requirement.** For the doctoral degree, the minimum requirement for graduation is an average of 3.0 in the major subject, exclusive of credits for the doctoral dissertation, and an average of 3.0 in all other courses taken for graduate credit outside the major.

**Time Limit.** All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years, or four years from admission to candidacy, whichever comes first. Graduate credit for course work taken at TTUHSC more than eight calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. Absent an extension, the student may be permitted to retake the qualifying examination, and, upon passing that examination, be readmitted to candidacy by the Graduate Council for some period of time not to exceed four years.

**Final Defense.** A final public oral examination, usually over the general field of the dissertation is required of every candidate for the doctorate. It may be scheduled a suitable time after the dissertation (not necessarily the final copy) has been read by the advisory committee. The TTU Graduate School requires three weeks notification prior to the oral examination. The required [\*Doctoral Exam/Defense Notification Form\*](#) noting the time, place, and other information pertaining to the examination is available on the [GSBS website](#). The examination is conducted by the advisory committee and a representative of the GSBS Dean. All members of the committee participate fully in the examination and cast a vote. Faculty members other than members of the committee, including the Dean's representative, may participate in the examination, but have no vote in determining the outcome. At the conclusion of the examination, the chairperson of the advisory committee will send the [\*Dissertation Oral Signature Defense Form\*](#) to the GSBS Office, giving the result of the examination.

**Publication of Student Work.** Research is an integral facet of graduate study, and students are encouraged to seek publication of work done in pursuit of advanced degrees. Many theses and dissertations completed at TTUHSC are eventually published. In research where close collaboration with faculty advisors occurs, it is entirely appropriate in some disciplines for publications to be coauthored. In those disciplines where authorship order is not always alphabetical, the student will generally be first author in publications resulting from a thesis or dissertation. In cases of considerable revision or addition of other data, order of authorship should be subject to mutual agreement, based on the nature and extent of contribution by the parties concerned, and in accordance with accepted practice in the discipline.

The faculty member may choose to use the data in pursuing publication when the student was supported in full or in part by the university or through a faculty grant to do the research involved, or when a faculty member contributed to the work in a way that is substantially above and beyond that normally expected of a major advisor, and the student elects not to pursue publication within a reasonable time, the faculty member must list the student as coauthor according to the conventions of the discipline involved and the relative extent of contribution or additional work required.



## *The GSBS Oath*

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I (name) of the Graduate School of Biomedical Sciences at Texas Tech University Health Sciences Center acknowledge that the mission of scientific research is a true and noble calling to discover truths that are hidden and to reveal wisdom yet unknown, always for the greater good. I welcome the privilege and opportunity to join in this mission and to dedicate the talents that I have and the education that I have gained to this higher purpose. Moreover, I pledge to use this knowledge and wisdom I have achieved only for the improvement of life. In this journey of discovery, I promise to always be honest, accurate and fair, in all things and in all matters, and to always conduct my affairs with excellence and ambition.

## *The GSBS Symbol*

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### Symbol Description:

The shield of the GSBS represents our dedication to protect life through scientific advancements in research. The double helix divides the shield into four quadrants and connects all forms of life. At the top left, the tree symbolizes the scientific process, where knowledge has deep roots, and a strong base, and the thin branches of solitary ideas give rise to seeds, which leave the tree and start new lines of thought. The star at the right represents the direction a scientist must follow as new avenues of research are revealed to us. At the bottom left, a microscope shows the scientists' commitment to look deeper for explanations. The Double T at the bottom right represents Texas Tech University Health Science Center, the institution that has taught us these lessons.



# *BYLAWS* of the Graduate School of Biomedical Sciences

## **Section 1. Programs of the Graduate School of Biomedical Sciences**

The Graduate School of Biomedical Sciences (GSBS) of the Texas Tech University Health Sciences Center (TTUHSC) was established in 1991 by the First Called Session of the 72nd Legislature in HB1 and authorized in January 1994 by the Texas Higher Education Coordinating Board. The Faculty of the GSBS shall participate in the governance of the Graduate Programs authorized by the Texas Higher Education Coordinating Board (THECB) as existing within the TTUHSC. The governance of these programs shall be in accord with the authority vested in the GSBS Faculty by the State of Texas, the THECB, the TTUHSC Board of Regents, and the TTU System Chancellor. Degrees granted by GSBS Graduate Programs authorized under TTUHSC by the THECB shall be awarded through the TTUHSC. All new programs, including interdisciplinary programs, approved by the THECB for offering through the TTUHSC Graduate School of Biomedical Sciences shall be governed by these bylaws. All proposed M.S. and Ph.D. programs from the Graduate School of Biomedical Sciences shall be reviewed by the GSBS Graduate Council before they are submitted to the TTUHSC Board of Regents and the THECB.

## **Section 2. Membership in the GSBS Faculty**

**2.1 General.** GSBS Faculty members must: (1) hold a School of Medicine; Paul L. Foster School of Medicine or a School of Pharmacy faculty appointment in the department that is authorized to offer the GSBS Graduate Program and is sponsoring his/her GSBS Faculty appointment; (2) be recommended for appointment by a majority of the voting members in the sponsoring GSBS Graduate Program; (3) be approved for GSBS Faculty membership and the category of appointment in the GSBS Graduate Program by the GSBS Graduate Council; and (4) be appointed by the Dean of the GSBS. Nominations for all GSBS Faculty appointments are submitted to the GSBS Graduate Council on the recommendation of the majority of the voting members in the GSBS Graduate Program and the chair of the department through which the faculty member is being considered for appointment. A GSBS Faculty member may hold appointments in more than one GSBS Graduate Program if s/he holds a primary, joint, or adjunct faculty appointment in each of the departments which are approved to offer each GSBS Graduate Program. GSBS Graduate Faculty membership privileges vary according to the category of appointment a faculty member holds in each GSBS Graduate Program. The categories of appointment are: Primary Appointment (This appointment is indicated for a GSBS Faculty member who seeks appointment to a program which most appropriately represents his/her qualifications and career interests. A GSBS Faculty member may hold this level of appointment in only one GSBS Graduate Program. Membership privileges under this category of appointment include privileges (a), (b), (c), (d), and (e) from the listing in Section 2.2.), Joint Appointment (This appointment is indicated for the GSBS Faculty member who currently holds a Primary Appointment in a GSBS Graduate Program but seeks appointment in another GSBS Graduate Program for which s/he may also be qualified). Membership privileges under this

category of appointment are limited to privileges (a), (b), and (c) from the listing in Section 2.2.), and Associate Appointment (This appointment is indicated for the GSBS Faculty member who seeks appointment to a program primarily for the purpose of teaching and officially chairing and/or serving on Student Advisory Committees within the program. This level of appointment does not require the GSBS Faculty member to hold either a Primary or Joint GSBS Faculty Appointment in another GSBS Graduate Program. Membership privileges under this category of appointment are limited to privileges (a), (b), and (e) from the listing in Section 2.2.). An Adjunct appointment can be granted as a courtesy to a faculty member with a graduate faculty appointment at another accredited university outside Texas Tech University Health Sciences Center for the purpose of serving on a GSBS student's thesis/dissertation committee. Membership privileges under this category of appointment are limited to privileges (a) from the listing in Section 2.2, and may serve as a voting member on a student's advisory committee. Qualified professionals without graduate faculty status may be granted Adjunct faculty status if approved by the GSBS Dean acting on a recommendation from the Graduate Committee of the Department responsible for the GSBS Graduate Program. This courtesy appointment will automatically terminate when the student completes all degree requirements.

**2.2 Membership Privileges.** Depending on the category of GSBS Faculty appointment in a specific GSBS Graduate Program, membership privileges may include: (a) teaching and/or serving as the instructor of record in a graduate level course offered by the GSBS Graduate Program; (b) serving on Student Advisory Committees as chair and/or a voting member of the committee for students enrolled in the GSBS Graduate Program; (c) voting on issues pertaining to the specific GSBS Graduate Program in which membership is held such as curriculum requirements, graduate course content, election of new members to the program, and changes in the specific guidelines of the graduate program, (d) serving as a representative of the program on the GSBS Graduate Council or on any committee appointed by the GSBS Graduate Council, GSBS Faculty or Dean of the GSBS and voting in the election of members to the GSBS Graduate Council; and (e) voting in the election of Officers of the GSBS Graduate Faculty, and on general GSBS issues. GSBS Faculty holding both a Primary Appointment and/or an Associate Appointment(s) may cast only one vote in the election of officers and on general GSBS issues. Qualified professionals who are not members of the GSBS Faculty may serve as a voting member on an individual student's Advisory Committee if approved by the GSBS Dean acting on a recommendation from the Graduate Committee of the Department responsible for the GSBS Graduate Program.

**2.3 Membership Criteria.** Criteria for membership on the GSBS Faculty include: (a) possession of the terminal academic degree in the field, or recognition for substantive and distinctive contributions to the discipline involved; (b) tangible evidence of ongoing productivity in scholarly research and/or creative activity; and (c) successful experience in (or potential for) teaching, counseling, and/or direction of students at the graduate level. The guidelines for fulfilling these three criteria shall be established by the individual GSBS Graduate Program.

**2.4 Review of GSBS Faculty Membership.** Each GSBS Faculty member in an approved GSBS Graduate Program shall be reviewed by the GSBS Faculty members in that program at 5 year intervals and recommendations from the program will be received and acted upon by the GSBS Graduate Council. Any member, who no longer demonstrates evidence of meeting the criteria described above, will be notified of their deficiencies and placed on probation for a period of

three years. If deficiencies remain at the end of the probationary period the member will be dropped from GSBS Faculty membership.

**2.5 Status of TTU Graduate Faculty.** Texas Tech University (TTU) Graduate Faculty members may serve on GSBS Student Advisory and Examining Committees and will be considered qualified committee members not subject to review or special approval.

### **Section 3. The GSBS Faculty**

**3.1 Frequency and Purpose of Meetings.** The GSBS Faculty shall meet annually in the month of May. Additional meetings may be called by the Dean of the Graduate School of Biomedical Sciences, the GSBS Associate Deans, the Chair of the graduate faculty, by vote of the GSBS Graduate Council, or by petition of any 25 members of the GSBS Faculty. The purpose of this meeting is to discuss and create solutions concerning specific problems related to graduate education.

**3.2 Notification of Meetings.** Members of the GSBS Faculty shall be notified no less than 2 weeks before a regular or special meeting of the GSBS Faculty concerning its time, place, and agenda.

**3.3 Authority.** The GSBS Faculty can override by majority vote any specific action taken by the GSBS Graduate Council.

**3.4 Officers of the GSBS Faculty.** A Chair and a Secretary shall be elected by the GSBS Faculty from the membership of the GSBS Graduate Council. The Chair shall be a member other than the GSBS Dean or GSBS Associate Deans, and the Chair and Secretary must be selected from different GSBS Graduate Programs. If the newly elected Chair and Secretary are from the same GSBS Graduate Program, the Secretary will be considered ineligible and will be replaced by the individual with the second greatest number of votes for the office. The terms of office shall begin on September 1 of each year, and the Officers shall be elected at the May meeting immediately prior to taking office. Those eligible for these offices shall be the members of the GSBS Graduate Council as it will be constituted on September 1. A list of those eligible will be circulated with the agenda with nominations being taken from the floor at the meeting. The Chair shall preside at meetings of the GSBS Faculty and shall be responsible for announcing each meeting and its agenda. The Secretary shall be responsible for recording and appropriately distributing the minutes of the GSBS Faculty meetings.

**3.5 Agenda and Conduct of GSBS Faculty Meetings.** The agenda of the GSBS Faculty Meetings shall be established by the GSBS Dean, the GSBS Associate Deans, the Chair of the GSBS Faculty, and the GSBS Graduate Council. In addition, items may be placed on the agenda by petition of any five members of the GSBS Faculty. Only agenda items may be considered for formal action at the meeting. Items not on the agenda may be discussed, but formal action will require either a ballot vote of the entire GSBS Faculty or the scheduling of another duly announced GSBS Faculty meeting. A call for agenda items shall be sent to each GSBS Faculty member at least one week prior to the notification of the meeting. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS Faculty.

**3.6 Majority Vote.** Decisions of the GSBS Faculty shall be made by a simple majority vote (more than half of the votes cast) of members present at a duly called meeting or by a simple majority vote of members casting mail or email ballots. A quorum is defined as the number of GSBS faculty attending the meeting or responding to mail and/or email ballots.

#### **Section 4. GSBS Graduate Program Committees**

**4.1 Graduate Committees.** Each approved GSBS Graduate Program shall have a Graduate Committee consisting of either the whole GSBS Faculty or a representative committee elected by the GSBS Faculty of that program. The Graduate Advisor, appointed by the Chair of the Department, shall chair the Graduate Committee. The Graduate Committee shall exercise general supervision over the corresponding departmental GSBS Graduate Program. The Graduate Committee shall make recommendations on behalf of the GSBS Faculty of the program to the departmental Chair and the GSBS Dean regarding: admission of students to the program, awarding of Graduate Assistantships, appointment of a supervising professor (Advisor) and Advisory Committee membership for each graduate student, preparation and administration of preliminary examinations, preparation, administration and evaluation the qualifying examination, and supervision of the conduct and content of core courses in this program. It shall serve as the Advisory Committee for each masters and doctoral student in the program prior to appointment of the supervisor and Advisory Committee for that student. The Graduate Committee may delegate administrative responsibilities to the Graduate Advisor of the program. The Graduate Committee shall review and make recommendations to the GSBS Faculty of the program regarding matters which require full GSBS Faculty approval.

**4.2 Student Advisory Committees.** A Student Advisory Committee shall be appointed for each student (non-thesis students excluded) by the GSBS Office acting on a recommendation by the Graduate Committee of the Program. The Student Advisory Committee shall consist of at least four GSBS Faculty members for PhD committees and at least three GSBS faculty members for Master's committees, one of whom shall serve as the student's supervising professor (Advisor) and as Chair of the Committee. The GSBS Faculty members holding an Associate Appointment in a program may serve as a chair and/or member of a student's Advisory Committee as long as the majority of members on the committee hold Primary or Joint Appointments in the graduate program in which the student is enrolled. Once appointed the Advisory Committee is responsible for all aspects of the student's program within the requirements defined by the GSBS Faculty of the Program leading to the degree. This committee shall meet at least annually and will approve the student's program of studies, monitor the student's academic progress, approve the thesis or dissertation subject, give the final examination, and approve the thesis or dissertation. The Advisory Committee shall certify the satisfactory completion of all aspects of the student's program of studies to the Assistant Dean prior to awarding the degree. The Assistant Dean shall then advise the GSBS Dean that the student has completed all requirements for his or her degree program.

#### **Section 5. The GSBS Graduate Council**

**5.1 GSBS Graduate Council.** The GSBS Graduate Council shall serve as an elected representative governing body for GSBS Graduate Programs acting on behalf of the GSBS Faculty and shall serve as an advisory body to the GSBS Dean and the Associate Deans, on all matters which relate to graduate programs. It is expected that the GSBS Graduate Council will be consulted by



the GSBS Dean and Associate Deans on all actions being considered which are related to the graduate programs. Should a recommendation or action by the GSBS Graduate Council be disapproved by the Dean or Associate Deans, reasons for this disapproval should be communicated, preferably in writing, to the Council before further action is taken. An appropriate representative of the TTU Graduate School shall be invited to serve as an ex officio, non-voting member of the GSBS Graduate Council.

- 5.2 Membership on GSBS Graduate Council.** The GSBS Graduate Council shall consist of two GSBS Faculty members from each of the GSBS Graduate Programs, elected by the GSBS Faculty in each of the GSBS Graduate Programs. The Graduate Advisor of each Graduate Program shall serve as an ex officio member of the GSBS Graduate Council and shall have voting privileges only if elected to serve on the GSBS Graduate Council by the GSBS Faculty in the GSBS Graduate Program. A representative elected by the GSBS Graduate Student Association may serve as a non-voting member of the GSBS Graduate Council. The GSBS Dean shall serve as Chair of the GSBS Graduate Council and shall only vote to break tie votes.
- 5.3 Terms of Membership.** Elected GSBS Graduate Council members shall serve two-year terms with unrestricted eligibility for re-election. They shall be elected in alternate years by April 15 and take office on September 1.
- 5.4 Vacancies.** GSBS Graduate Council vacancies or unexpired terms shall be elected by the respective Graduate Program GSBS Faculty.
- 5.5 Alternates.** If a GSBS Graduate Council member is unable to attend a meeting of the GSBS Graduate Council, an alternate, either designated by the Council member or elected previously by the GSBS Faculty of the Graduate Program as a standing alternate, may attend the meeting with voting privileges.
- 5.6 Officers of the GSBS Graduate Council.** The Secretary of the GSBS Faculty shall also serve as the Secretary of the GSBS Graduate Council. The term of office shall begin on September 1 of each year with the election as described in Section 3.5. The elected Secretary shall be responsible for recording and appropriate distribution of the minutes of the GSBS Graduate Council meetings. The GSBS Dean shall be Chair of the Graduate Council. In the absence of the Dean, the Dean will appoint an Associate Dean to chair the meeting. In the absence of the Dean and Associate Deans, the elected Chair of the GSBS Faculty shall chair the meeting of the GSBS Graduate Council.
- 5.7 Frequency and Conduct of Meetings.** The GSBS Graduate Council shall meet as needed or as voted by the Council or called by the GSBS Dean. A majority of voting members shall constitute a quorum. Decisions by the Council shall be by a majority vote. Unless otherwise stated in these Bylaws, Robert's Rules of Order shall be followed in conducting meetings of the GSBS Graduate Council.
- 5.8 Agenda Items and Announcement of Meetings.** Any member of the GSBS Graduate Council may place items on the agenda of a GSBS Graduate Council meeting. Announcement of the time, place, and agenda for any meeting must be sent at least one week prior to the meeting. Items not on the agenda may be discussed, but only agenda items may be considered for formal action at the meeting unless all members (or alternates) are present and vote unanimously to

suspend this rule. Meetings of the GSBS Graduate Council are open to attendance by any member of the GSBS Faculty.

## **Section 6. Dean of the GSBS**

The Dean of the GSBS shall be appointed by the President of the TTUHSC.

## **Section 7. Associate/Assistant Deans of the Graduate School of Biomedical Sciences**

The GSBS Associate/Assistant Deans shall be appointed by and report to the GSBS Dean, shall serve as staff to the GSBS Dean to administer the GSBS Graduate Programs, shall serve as an ex officio non-voting member of the GSBS Faculty, unless elected to membership in the GSBS Faculty, and may serve as ex officio, non-voting members of the GSBS Graduate Council; and may serve as ex officio, non-voting members of the TTU Graduate Council to facilitate the administrative coordination of graduate studies between the two campuses.

## **Section 8. Administration of GSBS Graduate Programs**

The administrative responsibility for GSBS Graduate Programs shall rest with the GSBS through the authority vested in the Dean by the Chancellor, the TTUHSC President, and the TTU System Board of Regents. Affiliation agreements may be developed between the GSBS and other institutions, including TTU, for such purposes as developing interdisciplinary graduate programs, sharing administrative services, establishing common standards and common admission procedures, facilitating cross campus student enrollment in graduate courses, etc. The Dean of the Graduate School of Biomedical Sciences may delegate certain aspects of graduate student program management to the TTU Dean of the Graduate School to facilitate intercampus program interactions within these affiliation agreements. All existing and proposed affiliation agreements should be reviewed periodically by the GSBS Graduate Council.

## **Section 9. Amendments**

This governance plan, "Bylaws of the Graduate School of Biomedical Sciences, Texas Tech University Health Sciences Center," may be amended upon submission to the graduate faculty and by a simple majority vote of members present, mail ballots and/or email ballots cast for the amendment.

Amendments to the Bylaws will be subject to final approval by the GSBS Dean and the TTUHSC President. Written notice of the intention to consider amendments to this document shall be sent to all members of the GSBS Faculty at least 15 days prior to the call for a vote. .

## **Section 10. Ratification\***

These Bylaws shall become effective when approved by a majority of the GSBS Faculty and ratified by the Dean of the Graduate School of Biomedical Sciences and by the TTUHSC President.

\*Approved and Ratified: 10/24/85

Amended by GSBS Faculty: 10/28/86; 5/27/88; 5/21/91; 10/7/94; 3/31/95; 9/8/95; 5/1/98; 6/30/98, 6/18/03, 5/10/04, 3/07, 5/23/08

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# ***POLICIES and PROCEDURES***

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## ***129 Hour Rule***

Purpose: To define enrollment limits sanctioned by the Texas Legislature and outline the process for students approaching maximum limits.

1. The program document for **doctoral students** must be submitted by the beginning of the second year of doctoral work. Each program document must be signed by the department's graduate advisor certifying that the degree will be completed within the maximum fundable hours. The program document will be forwarded to the GSBS Office for final approval and implementation.
2. A formal review of all doctoral students will be instituted after annually by the student's graduate advisory committee:
  - a. if progress is satisfactory, there must be a report, signed by the committee chairman, and the department chair, which will be forwarded to the GSBS Office
  - b. if progress is unsatisfactory, the student may be terminated;
  - c. Accumulation of excess hours while failing to complete the degree will constitute unsatisfactory progress.
3. Beginning January 1, 2001, minimum enrollment for:
  - a. On-campus, non-assistantship students will be 6 hours in the regular semester (and 3 hours in the summer term).
  - b. Students with assistantships will be 9 hours in the regular semester (6 hours in the summer term).
4. Once a student has passed candidacy and accumulated 120 hours, the student may register for 3 hours each semester for up to one year.  
Ex.        3 hours- Fall;    3 hours – Spring;    3 hours - Summer

NOTE: If student elects the 3-3-3 enrollment and does not complete the degree requirements within that period, the student must resume full-time status (9 hours per long semester).

5. Students accumulating 130+ hours will pay out-of-state tuition (full-cost) and forfeit any GSBS state stipend. Out-of-state tuition and loss of state stipends will only be implemented with students matriculating in the Spring of 2001 and thereafter.
6. Out-of-state tuition may be waived for students exceeding the 130 hours if those students entered the doctoral program with excessive hours from a master's degree. Departmental requests for tuition waivers must be approved by the GSBS Office.
7. Students must be admitted to candidacy at least four months prior to graduation.
8. All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years.



## *Academic Probation*

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Purpose: To ensure understanding of the academic performance standards set forth by the GSBS and programs.

Every student enrolled in the Graduate School of Biomedical Sciences, whether working toward a degree or not, is required to maintain a high level of performance and to comply fully with policies of the institution. The Graduate School of Biomedical Sciences reserves the right to place on probation or to dismiss any graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of TTUHSC.

1. If a student's graduate GPA for a particular semester falls below 3.0, the student will be placed on academic probation. The student must make a 3.0 GPA or better in the next semester in which he or she is enrolled. Failure to do so, or to maintain a 3.0 current GPA in each succeeding semester, may result in academic dismissal from TTUHSC. Regulations governing scholastic probation are based on semester grade-point averages and will be applied regardless of overall grade-point average.
2. Academic departments or programs may apply standards for probation and suspension higher than those established by the Graduate School of Biomedical Sciences. Such standards are to be approved by the GSBS Office, and actions based thereon are to be recommended by the department and forwarded to the GSBS Office.
3. The minimum requirement for graduation is a cumulative GPA of 3.0 in all courses taken for graduate credit, exclusive of the credits for the thesis/dissertation.

**Any student who has been suspended must appeal to the GSBS Office if reinstatement is desired. Refer to the Appeals policy for specific details and procedures.**

## *Admission to Doctoral Candidacy*

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Purpose: Admission to Candidacy indicates that a doctoral student has completed all coursework and has passed a comprehensive exam attaining the graduate level to begin working on their dissertation manuscript.

### **Completing the Admission to Candidacy Form**

STEP 1: Verify the student is eligible for candidacy.

- A Doctoral Committee must be appointed prior to Admission to Candidacy
- Students must have successfully completed the comprehensive qualifying examination certified by the doctoral committee.
- All enrollment requirements for admission to candidacy have been met and the student:
  - Has been continuously enrolled since entering the program
  - Has no “I” on their record
  - Has a minimum 3.00 overall GPA
- The student’s degree plan must be on file with the GSBS office.
- Once candidacy is approved, the student may enroll in dissertation hours in the following semester. Students may not enroll in dissertation hours until the semester following effective admission to candidacy. Once the student enrolls for dissertation hours, they must be continuously enrolled in dissertation hours every semester until graduation.

STEP 2: Complete on-line [Admission to Candidacy Request](#) form

- **Candidate Name**: Student’s first and last name
- **Program**: Student’s program
- **Anticipated Graduation Date**: Expected graduation date
- **Date the Degree Plan was approved by the GSBS office**: Date signed by the GSBS Office
- **Date of qualifying exam**: Date the student successfully passed the qualifying exam
- **Advisory Committee**: Typed names of the chair and other committee members
- **Signature of Committee Chair**: Once the form has been completed on-line, the Chair should print the form. The original signed form should be forwarded to the GSBS Office.

STEP 3: Approvals

- **GSBS Graduate Council Rep**: Signed after approved at Graduate Council meeting
- **GSBS Office**: Signed after approved at Graduate Council

## *Appeals (Non-Grades)*

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Purpose: To define the process for students to resolve and/or file a complaint regarding academic issues other than grades or academic dishonesty.

It is the policy of the Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. This policy applies to specific grievances arising from matters affecting students' academic standing and performance, other than grades (see the Grade Appeals policy) and academic dishonesty (see the Code of Student Conduct). Such matters include a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust. Appeals under this procedure shall include, but are not limited to, academic probation and suspension, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.

### **EARLY RESOLUTION**

1. A graduate student must attempt to resolve any grievance first with the faculty member, supervisory committee, administrator, or other students involved.
2. If after earnest attempts the grievance remains unresolved, the graduate student should discuss the grievance with the Department Chair. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss the alleged violations with an Associate Dean, appointed by the GSBS Dean (hereafter called the "GSBS Associate Dean"). If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, respondent, and administrative superior involved in negotiations.

### **FORMAL COMPLAINT**

1. If the grievance is not resolved by the above discussions, the graduate student may pursue the matter further by submitting a written statement to the GSBS Associate Dean. The grievance must be submitted to the GSBS Associate Dean within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. The written grievance shall include a clear, concise statement of the policy or procedures violated, and the redress requested. The GSBS Associate Dean shall forward a copy of the grievance to the respondent. Within 10 working days after receipt of the grievance, the respondent shall provide the GSBS Associate Dean with a copy of his or her written response.
2. Upon receipt of the written response, the GSBS Associate Dean shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a decision regarding the grievance. The GSBS Associate Dean shall appoint, from the membership of the Graduate Faculty, a committee chair and 2 committee members. Two graduate students will also be appointed by the GSBS Associate Dean to serve on the grievance committee. The GSBS Associate Dean will also appoint an administrative staff person to take minutes of the meetings. This staff person will not be a voting member. Both parties can petition to have individuals selected to the committee.

3. Barring extenuating circumstances, the hearing shall be scheduled within 20 working days after the appointment of the ad hoc grievance committee.

## **GUIDELINES FOR AD HOC GRIEVANCE COMMITTEE HEARINGS**

### **1. PRE-HEARING PROCEDURES**

- a. Notice of the time and place of the hearing shall be given by the chair to the graduate students and the respondent not less than 10 days prior to the hearing.
- b. The notice shall include the written grievance and the written response of the respondent.
- c. A copy of the procedures guiding the hearing (Student Appeals Policy) shall accompany the notice.
- d. The following must be submitted by each party to the chair at least five (5) working days prior to the hearing:
  - A copy of all written supporting documentation that the party will present at the hearing,
  - A list of witnesses to be called by the party. Each party is responsible for ensuring that witnesses are at the hearing, and
  - The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.

### **2. HEARING PROCEDURE**

- a. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
- b. All hearings shall be closed except for parties to the grievance and their advisors.
- c. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
- d. The parties and the committee shall have the opportunity to question all witnesses. Formal rules of evidence shall not apply, and any evidence relevant to a fair determination of the charges may be admitted.
- e. Following the presentation of evidence, the committee will permit each party to present a brief closing statement.
- f. The committee will meet in closed session to render a decision.
- g. The committee's written decision shall be forwarded to the GSBS Associate Dean within 10 working days from the conclusion of the hearing.

## **APPEAL**

1. If the graduate student is not satisfied with the decision of the ad hoc committee, a written appeal may be submitted to the GSBS Dean. Any appeal at this level shall be on the basis of the complete written record only.
2. The GSBS Dean shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. The decision shall be forwarded in writing to the parties and the ad hoc committee chair. The decision of the GSBS Dean is final.

## **CONFIDENTIALITY**

1. The Grade Appeal Committee shall not retain in their possession any personal files, materials received during the appeal procedure, or notes taken during the hearing. The administrative staff

person will collect all materials and return them to the GSBS office to retain in a confidential file.

2. No party, committee member, or other participant or observer in the appeal procedure shall reveal any facts, documents, or testimony gained through participating in or observing the hearing to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC's legal counsel.

## *Appeals (Grades)*

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Purpose: To define the appeals process when the grade assigned as a final course grade does not reflect what the student has earned according to the criteria for grading as outlined by the instructor of the course.

Faculty members are vested with the authority to establish course requirements and standards of performance. It is the responsibility of faculty to articulate and communicate course requirements and standards of performance to students at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades posted on-line by faculty are presumed to be accurate and final. A student, who has questions about a grade received in a course, should ordinarily seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation with the instructor, and the student believes there are grounds for appealing the grade, the student may invoke the grade-appeal procedure outlined below.

### **PROCEDURE FOR GRADE APPEALS**

The grade appeals procedure is designed to give the student the opportunity to correct a perceived injustice. It should be utilized only when the student contends that the final course grade assigned by the instructor is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. "Arbitrary or capricious" implies that:

1. The student has been assigned a grade on the basis of something other than his or her performance in the course
2. Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course
3. The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course

The grade appeals policy is not applicable when it is the instructor's judgment about the quality of the student's work that is at issue. The assessment of the quality of the student's academic performance is one of the major responsibilities of TTUHSC faculty members and is solely and properly their responsibility. A student who is uncertain about whether a grade should be appealed or who needs additional information about the grade appeals process should contact the GSBS office.

The burden of proof is always on the student appellant to prove that a change of grade is appropriate action in his or her case. Students must adhere to the timelines delineated in this policy or lose the right to appeal.

### **Informal Appeal Process**

The student must begin the grade appeals process by contacting the instructor in an attempt to resolve the disagreement in an informal and cooperative atmosphere. This discussion should take place as soon as possible but no later than the 10<sup>th</sup> class day after the beginning of the following semester. If the student and instructor cannot, after consultation, reach a satisfactory resolution within the designated time period, the student may begin the formal grade appeal process.

## Formal Appeal Process

1. Following the failure to reach resolution through the informal grade appeals process and not later than the 15<sup>th</sup> class day of the semester, the student must complete an [Intent to Formally Appeal a Grade](#) Form. The form is available on the GSBS website. On the form, the student will be asked to
  - a. verify that he or she has been unsuccessful in reaching a resolution through the informal appeals process
  - b. precisely and specifically state the reasons for the appeal
  - c. offer suggestions as to what the student would consider a fair resolution of the appeal, with supporting reason or reasons.

The form should be submitted to the GSBS Office where the Dean will delegate responsibility to an Associate Dean (hereafter called the GSBS Associate Dean). Copies of the form will be distributed to the student and the instructor. The instructor will be asked to respond in writing to the grade appeal.

2. The instructor will submit within five (5) class days of receipt of the appeal, a written response to the GSBS Associate Dean with a copy to the student. The GSBS Associate Dean will attempt to resolve the appeal within five class days through conferencing with the instructor and student appellant. If not resolved within five (5) class days, the GSBS Associate Dean will appoint an ad hoc Student Grade Appeal Committee that will consider the appeal. The Student Grade Appeal Committee consisting of a committee chair, two (2) committee members from the graduate faculty membership and two (2) graduate students will be appointed by the GSBS Associate Dean. The GSBS Associate Dean will also appoint an administrative staff person to take minutes of the meetings. This staff person will not be a voting member. Both parties can petition to have individuals selected to the committee.
3. Within five (5) class days after the Student Grade Appeal Committee has been appointed, the student appellant (consulting if desired with a faculty advisor) and the instructor(s) involved should submit a brief written summary of the evidence to the chair of the Grade Appeal Committee. Based upon the evidence presented and any additional evidence requested by the Committee, the Grade Appeal Committee will meet to decide if there are grounds for a hearing. The designated staff person will take minutes of the meeting and copies of any evidence presented shall become part of the record.
  - a. If the Grade Appeal Committee decides by a simple majority vote (at which a quorum is present) that there are grounds for a hearing, a formal hearing will be scheduled no sooner than 10 class days and no later than 20 class days after the notice of a hearing is given to the instructor and student. The student appellant and the instructor shall be notified in writing of the procedures that will be followed during the hearing.
  - b. If the Grade Appeal Committee decides by a simple majority vote (at which a quorum is present) that there are no grounds for a hearing, the appeal goes to step 5 of the process and, if certified, the grade remains unchanged.

In either case, the student and the instructor shall be notified within two (2) class days of the committee's decision. Copies of the meeting minutes shall accompany the notification of the

decision. Should a hearing be necessary, the committee chair will notify the student and instructor at least three (3) days prior to the hearing date. The Grade Appeal Committee cannot change a grade without a full hearing as described in Step 4.

4. If a hearing is to be held, the Grade Appeal Committee will conduct the hearing at which both the student and involved instructor(s) must be present. The student may also elect to have a faculty advisor present. In the event that either the student or the faculty member is absent at the time of the appeal hearing due to illness, resignation or any other reason found valid by the Grade Appeal Committee, the committee may proceed with the hearing or delay the hearing until a more appropriate time. Evidence and testimony may be presented and the instructor whose grade is being appealed and the student appellant may present witnesses, evidence, and testimony. The faculty member and the student shall place all available pertinent grade records and student class work in the hands of the Grade Appeal Committee. The instructor whose grade is being appealed and the student appellant shall have the opportunity to question witnesses. All written correspondence related to the grade appeal shall be presented by the parties. Neither party may be represented by legal counsel at these proceedings. The student's faculty advisor may privately counsel the student but may not address the committee or question witnesses. NO one else shall be permitted to attend the deliberations. All members of the Grade Appeal Committee must be present at the hearing in order to cast their vote. Minutes of the hearing must be kept.

One of three outcomes is allowed as a result of the hearing:

- a. If a minimum of three (of the five) Committee members vote in favor to change the grade and the Dean concurs with the decision and certifies the process, the grade shall be changed as indicated in Step 6.
- b. If two or less members of the Grade Appeal Committee vote in favor to change the grade no grade change shall be mandated.
- c. In the event the faculty member concerned refuses to participate in the appeals procedure or refuses to provide available materials essential for the appeals procedure, the Grade Appeal Committee may, by simple majority vote initiate the grade change.

The committee Chair shall so inform the instructor of its decision by written memorandum, with copies to the student appellant, the department chairperson, and the Dean. The written memorandum shall be transmitted within five class days of the hearing and shall include a description of the process followed from informal appeals through the hearing decision, copies of all materials presented, and a copy of all minutes of the hearing meetings.

5. The Dean shall review the process, all related materials, and minutes within five class days of the receipt of all materials.
  - a. If the Dean certifies that the policy was followed, the grade appeal is completed. If indicated by the Grade Appeal Committee in its findings, grade changes are initiated as indicated in Step 6.
  - b. If the Dean finds substantive errors in the process which could have reasonably altered the decision reached, reconsideration by a separate Grade Appeal Committee shall be initiated by the Dean. The reconsideration shall begin at Step 4 of this process.



The Dean shall advise all parties of the outcome of the process review. The Dean cannot reverse the decision of the Grade Appeal Committee but can only send it to a second committee based upon procedural errors.

6. Changes of grade shall be initiated as follows:
  - a. If the Grade Appeal Committee rules in favor of a grade change the Dean shall request the faculty member to change the grade within five class days after the Dean's certification of the process.
  - b. If three or more members of the committee voted for a grade change (or simple majority if the faculty member refuses to participate) and the faculty member does not initiate a grade change within five class days of the request by the Dean, the Dean shall forward the committee's determination of grade change to the registrar, who shall then change the grade.
7. Decisions reached through this process are final, and may not be appealed.
8. Confidentiality – The Grade Appeal Committee shall not retain in their possession any personal files, materials received during the appeal procedure, or notes taken during the hearing. The administrative staff person will collect all materials and return them to the GSBS office to retain in a confidential file.

No party, committee member, or other participant or observer in the appeal procedure shall reveal any facts, documents, or testimony gained through participating in or observing the hearing to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC's legal counsel.

## *Course Evaluation and Review*

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**Purpose:** To secure regular and systematic information regarding student satisfaction of courses to improve overall instructional performance.

In order to increase subsequent program effectiveness and to assess participant satisfaction with each particular course, on-line evaluations will be solicited from all students at the end of each long semester (fall, spring). The main goal of the evaluations is to provide information to instructors about how effectively their teaching is encouraging student learning and to help them improve their teaching.

**Course Evaluations:** Evaluations are conducted the last two weeks prior to the exam week of each academic term (fall and spring). The GSBS office sends emails (including the direct link to websurveyor) to students requesting participation in the evaluations. Evaluations are conducted in such a way as to encourage a high rate of return and thoughtful responses from students. Evaluation results and comments are available to the instructor with no identifying information; therefore, all evaluations are completely anonymous and confidential. The GSBS office maintains a separate database to record who has submitted an evaluation so reminder email can be sent to the non-respondents. **Note:** Independent studies, thesis, dissertation, and research courses are not evaluated. Courses with enrollment of less than three are not released independently. They are merged with subsequent courses and released when there are 3 or more cumulative responses.

**Course reviews:** The curriculum committee reviews student evaluations at the end of the Spring and Fall semesters. The committee chooses several courses each semester to conduct an in-depth review. During the in-depth review, each program is evaluated to determine whether:

- program content was timely and relevant
- course met the advertised objectives
- satisfaction with course materials
- satisfaction with meeting facilities
- time allocations were appropriate for the subject matter
- individual instructors were effective

**Course evaluation committee:** The course evaluation committee (a subcommittee of the curriculum committee) consists of one GSBS faculty from each program and 2 students. The positions are appointed by the GSBS Dean and serve 3-year terms.

**Distribution of results:** Results shall be reported according to the following guidelines:

- Department chairs, program directors and course directors will receive only the evaluation summaries for the courses they oversee.
- Faculty providing instruction in a course will receive their individual faculty evaluation along with the overall course summary.
- Departmental coordinators will receive confidential copies to file 1) in the course file (required by SACS) and 2) in individual faculty files (for promotion and review)

**Use of evaluations:** The evaluations committee systematically reviews evaluation results to assess program effectiveness and inform, as appropriate, program directors and instructors of evaluation results and take steps to correct any deficiencies. Ongoing course evaluation helps identify potential areas for improvement, determines training effectiveness, and helps shape future curriculum and course updates.

## *Course File Maintenance*

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Purpose: To outline information that should be maintained for each course taught within the GSBS.

A completed course file is kept for each graduate course offered in the Graduate School of Biomedical Sciences. All official course files are maintained in the department in which the course is taught.

The file includes the following:

1. Course syllabus in standard GSBS format.
2. Required assignments / notes.
3. A copy of each test administered.
4. One sample item for each course activity. Student names are to be removed from each sample and faculty are encouraged to ask the student for permission to place the item in the course file.
5. Copy of the course evaluation
6. Roster of all faculty teaching in the course
7. Number of students enrolled and grade distribution

It is the responsibility of each program to maintain the course files in a locked and secure location. Each department should designate an individual who will be responsible to collect the documentation. Course directors may use the following as a guideline for gathering the information:

1. Two months after the first day of class, submit the faculty roster and copies of all course materials (required assignments, lecture notes and syllabus).
2. After each exam, submit a copy of the test that was administered.
3. At the end of the course, the course director should submit:
  - a. sample items for each course activity (such as papers, projects, exams, etc.).
  - b. number of students enrolled and the grade distribution
  - c. copies of the course evaluations

Programs may choose to burn all the information onto a CD's. Course files should be maintained in an active file for 3 years and archived for an additional two years. Five years after the course has been taught all course materials may be discarded.

## *Dean's Scholars Program*

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**A Total of four stipends  
will be designated as Dean's Scholars.**

### **REQUIREMENTS:**

- Ph.D. applicant (MD/PhD students excluded)
- Summer / Fall acceptance only

### **NOMINATIONS:**

The graduate advisor should submit a letter of support for the prospective applicant along with a copy of their PhD application materials to the GSBS Office. The letter of support should include previous experience in research and evidence of the applicant's exceptional academic ability and potential for research excellence. Programs may submit more than one applicant.

**Deadline for submission: Mid July**

### **SELECTION CRITERIA:**

The Dean and Associate Deans of the Graduate School of Biomedical Sciences will select up to four applicants to receive the scholarships. **The selections will be made by the end of July.**

Examples of data that will be reviewed in making the selection include:

- GRE
- GPA
- Research experience
- Publications
- Presentations
- Awards
- Letters of recommendation / potential for a career in biomedical research

### **DEAN'S SCHOLARS:**

The applicants designated as Dean's Scholars must attend quarterly meetings with the Dean and Associate Deans. The Scholars stipend will be awarded for up to 3 years, with the expectation that after no more than 3 years, funding will come from a department or grant funded stipend. The differential (approximately \$4500) in the two stipends will continue to be funded from the GSBS office. The scholars must maintain a 3.5 GPA or the stipend will be withdrawn.

## *Dismissal*

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Purpose: To outline conditions or circumstances that may provide sufficient cause for dismissal of graduate students.

The following conditions or circumstances may provide sufficient cause for dismissal of a student from the Graduate School of Biomedical Sciences.

Graduate students who:

- do not maintain an acceptable GPA or make adequate academic progress as defined by the program;
- engage in academic or research misconduct; or
- engage in illegal, fraudulent, or unethical behavior as defined in the Student Affairs Handbook - Code of Professional and Academic Conduct.

There may also be other unusual situations in which a student may be dismissed from a degree program. In each case, the dismissal should follow the following procedures:

### **Lack of Adequate Academic Progress**

Failure to maintain an acceptable GPA will result in academic warning, probation or dismissal according to the GSBS Academic Probation policy. In addition, students who have not been placed on probation, but who are not making adequate academic progress must be warned in writing of the possibility of dismissal. They will be given a clear statement about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students in the program. If the student does not meet the requirements within the time frame specified, he/she may be dismissed from the degree program. Upon recommendation from the degree program, the GSBS Office will notify the student of the dismissal from the program. Students may appeal this dismissal following the procedures outlined in the [Appeals Policy](#) (located in the GSBS catalog or on-line at [www.ttuhsb.edu/gsbbs](http://www.ttuhsb.edu/gsbbs)).

### **Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior**

The process for dismissing students as a result of academic or research misconduct; or as a result of illegal, fraudulent, or unethical behavior is outlined in the Student Affairs Handbook - Code of Professional and Academic Conduct.

Allegations of scientific misconduct (fraud, dishonesty, scientific misconduct, or misconduct in science) will be investigated by the TTUHSC Research Integrity Officer as outlined in HSC OP 73.07 Honesty in Research & Allegations of Scientific Misconduct. Scientific misconduct is defined as fabrication, falsification, plagiarism, or other practices that materially deviate from those that are commonly accepted within the scientific and academic communities for proposing, conducting, or reporting research. It also includes other material deviations from accepted scientific practices such as failure to report unethical research practices, obstruction of another's research, violation of confidentiality, intentional deception, omission or research dishonesty, repeated incidents of regulatory noncompliance and misuse of research funds. It does not include honest error or honest differences in interpretations or judgments of data.

## Other Situations

A regularly admitted graduate student who has not been registered for three consecutive semesters (including the summer term) is deemed dismissed unless a leave of absence has been approved.

A student who does not complete all requirements for a graduate degree within the time limit [See *Time Limits* (MS or PhD) in the GSBS Policy Manual] will be dismissed.

Departments may recommend dismissing students for situations other than those specified above. When doing so, the department must notify the student in writing of the possibility of dismissal. If it is possible for the student to rectify the situation, he/she must be given a clear statement about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students in the program. If the student does not meet the requirements within the time frame specified, he/she may be dismissed from the degree program.

If the situation cannot be rectified, the department will send justification for the dismissal to the GSBS Office. If warranted, the GSBS Office will notify the student in writing of the grounds for dismissal and the date when the dismissal will be effective. This will normally be the end of the semester in which the student is enrolled, but the circumstances of the dismissal will be important in determining this date.

Students may appeal their dismissal by following the procedures outlined in the Graduate Student Appeals Policy.

## *Dissertations & Theses*

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Purpose: To define requirements of the dissertations and theses for graduate students.

**Dissertations.** A dissertation is required of every candidate for a doctoral degree. This requirement is separate and apart from other requirements in doctoral programs; consequently, successful performance in other areas does not necessarily guarantee the acceptance of a dissertation. The dissertation work must earn a grade of at least B in order to qualify the student for graduation. The Graduate School of Biomedical Sciences strongly recommends that each student be required to present and defend a dissertation proposal before his or her committee early in the course of the research.

The subject of the dissertation must be approved by the advisory committee and the GSBS Office *at least four months* before the candidate's proposed date of graduation. The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the materials. The dissertation should embody a significant contribution of new information to a subject or a substantial reevaluation of existing knowledge, presented in a scholarly style. The work on the dissertation is constantly under the supervision of the advisory committee and any other faculty the committee or GSBS Office may consider necessary.

**Thesis.** The master's thesis is expected to represent independent work by the student, conducted under the supervision of the committee, and to be written clearly and concisely. As soon as the student's area for thesis research has been determined, an advisory committee will be appointed by the GSBS Office upon the recommendation of the advisory chair. The committee must consist of at least three members of the TTUHSC Graduate Faculty. More than one disapproving vote from the committee members shall constitute failure of the examination. The student must earn a grade of B or better on thesis work to qualify for graduation.

**Grading.** Dissertation and Thesis hours are graded with a CR except for the last semester in which a letter grade is assigned. At the instructor's discretion, a letter grade may be assigned to the last 12 hours of dissertation (6 hours of thesis.)

**Reference Manual.** Available online is a manual entitled [\*Thesis–Dissertation Formatting Guidelines\*](#). All manuscripts must conform to the published policies.

Two copies of the dissertation/thesis are required by GSBS, one for the department and one for the TTUHSC Library. Additional copies may be required by the academic program in which the student pursues the degree. Dissertations/theses must be accompanied by an abstract of no more than 350 words. The GSBS Office recommends utilizing [www.thesisondemand.com](http://www.thesisondemand.com) to purchase bound copies. The two required copies should be mailed directly to the GSBS Office at: TTUHSC-GSBS, 3601 4<sup>th</sup> Street, Lubbock, TX 79430. Once the order has been placed, a copy of the receipt should be forwarded to [pamela.johnson@ttuhsc.edu](mailto:pamela.johnson@ttuhsc.edu).

**Fees.** Early in the semester of graduation, the candidate will pay the HSC Bursar's Office a document fee to cover the cost of uploading and storing the thesis to the ETD website.



## *Outstanding GSBS Student*

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Purpose: To outline the qualifications and selections process for the Outstanding Graduate Student and the Dean's Recognition Award recipient.

### **Requirements to qualify:**

The graduating student must be nominated by his or her respective program.

The student will be selected by accomplishments in the following areas:

- Educational merit
- Contributions made to TTUHSC and its students
- Contributions made to the student's department
- Contributions made to the student's laboratory
- Receipt of research funding and/or scholarships
- Community service
- Other awards received
- Attend GSBS Convocation and HSC Commencement

### **Selection Committee:**

A selection committee composed of seven members – five faculty and two students – will choose the award recipient based on the criteria listed above.

### **Monetary Award:**

The GSBS office will provide a plaque, medallion, and recommend cash or travel award for the student selected. The amount of the cash award will be determined by the GSBS office. Since the inaugural year of 2003, the typical award has been \$500.

### **Outstanding GSBS Student**

- Attend the GSBS Convocation
- Serve as convocation speaker
- Provide text of speech for GSBS approval of content
- Carry the GSBS seal at the HSC Commencement

### **Dean's Recognition Award Recipient**

- Attend the GSBS Convocation
- Read the description of the GSBS seal at convocation
- Carry the GSBS banner at the HSC Commencement

## ***Programs (New, Terminating & Changing Delivery Format)***

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Purpose: To outline the procedure for initiating and developing new degree programs, for changing delivery format for degree programs, and for terminating existing degree programs.

### **1. Proposing New Programs**

- a. Proposals for new programs typically originate at the department level. Conferences with the department chair and the GSBS Office should precede formal proposal development.
- b. Although a proposal for a new graduate degree program commonly originates at the departmental level, development of the proposal should be preceded by conferences with the GSBS Dean and Health Sciences Center President, who will encourage or discourage continued development of the proposal on the basis of university priorities.
- c. Once a department receives encouragement or approval to develop a new degree program, it will prepare a proposal in accordance with the guidelines of the Texas Higher Education Coordinating Board (THECB), which is available from the [THECB Web site](#). If the proposal includes delivery of all or part of the program through distance learning, the Southern Association of Colleges and Schools (SACS) *Substantive Change Procedures*, available on the [SACS Web site](#), will be consulted and followed. Highest priorities for consideration of new programs shall be given to:
  1. Adequacy of faculty and facilities to undertake the program;
  2. Cost and relative impact on existing programs;
  3. Numbers and kinds of students who likely will enter the program if approved;
  4. Market relevance for the academic degree;
  5. Long-term market and educational sustainability; and
  6. Allocation of resources within the state and university in consideration of priorities.
- d. The proposal first should have the review and approval of the department and then be forwarded to the GSBS Office. The GSBS Office will send the proposal to the Graduate Council for review and approval at the next monthly graduate council meeting.
- e. A proposal for a new graduate degree program is reviewed by members of the Graduate Council. The graduate council may recommend approval or it may send the proposal back for revisions and/or clarification before making a recommendation to the GSBS Dean. Proposals approved at the Graduate Council level are forwarded to the Office of the Health Sciences Center President for review and approval.

- f. If approved by the GSBS Dean, the proposal will be forwarded through the President to the Board of Regents for final review at the university level. At any one of the review stages, a proposal may be rejected or sent back to the originating department for revision and/or additional information.
- g. If the proposal is approved through all university levels, it will be transmitted by the Office of the President to the THECB for final review. The staff of the THECB requests a minimum of three months for review prior to Board action although, frequently, a longer timeline is needed.
- h. Prior to offering any distance education or off-campus courses or programs for the first time, GSBS must submit an Institutional Plan for Distance Education and Off-Campus Instruction to the THECB for approval ([\*THECB Rules and Regulations, Chapter 4, Subchapter E, "Approval of Distance Education and Off-Campus Instruction for Public Colleges and Universities."\*](#))

## **2. Reviewing Courses for New Programs**

- a. Any new courses proposed as part of new program proposals will be reviewed as all other new courses are reviewed: with the understanding that final approval is dependent upon THECB acceptance of the new program.
- b. Proposed new courses must be listed on the standard Application for Course Approval form and forwarded with the program proposal so that both courses and the overall program description may be treated as a package.
- c. The GSBS Office will hold the course applications until the Board of Regents and the THECB approve the programs. The office will then complete the paperwork and send to the Registrar's Office where the courses will be entered on the THECB inventory.
- d. New courses proposed as a part of a new degree program will not be included in catalog copy until the program is approved by the THECB.

## **3. Changing Method of Delivery of Existing Programs**

- a. Changes in method of delivery of existing programs that result in 50 percent or more of the program being offered via electronic telecommunications require prior approval by the Board of Regents and subsequent notification to the THECB. These changes also require prior SACS notification and approval and the submission of a substantive change prospectus. The Substantive Change Procedures, which may be obtained from the SACS Web site, should be submitted along with the request to change the method of delivery of the existing degree program. The Office of the President will notify SACS six months prior to the anticipated implementation of the modified degree program.
- b. The following routing is required to approve changes in method of delivery: Department, GSBS Office, Graduate Council, President and Board of Regents.

## **4. Termination of Existing Programs**

- a. A program may be terminated for various reasons, but such action will be preceded by full study and consultation by the parties concerned. Persistent under-enrollment, loss of critical faculty, a shift in priorities, or financial exigency are some of the issues that might lead to termination of programs.
- b. Before any program is terminated, the rationale for such action will be presented and considered by the program involved and its department Chair and GSBS Dean. When the necessity for action has been established, the Graduate Council will review the proposed change for graduate programs. After such review, the GSBS Dean will render the final decision in consultation with the President.
- c. The Texas Higher Education Coordinating Board will be notified by the GSBS Office of any program termination.

For more institutional information reference [HSC OP 60.11 \(New Degree Programs, Change in Delivery Format, and Degree Program Termination\)](#)

## *Program Review Process*

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**Purpose:** The main objective of ongoing, continuous assessment is to provide a mechanism for improving the quality of graduate programs at Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences (GSBS).

GSBS program reviews consist of two interrelated activities. The first is a formal program review, which occurs every 5 years. The second is continuous, ongoing assessment of key program outcomes, as identified by the graduate faculty of each program. Collection and analysis of data related to these outcomes, as well as resulting program changes, are reported to the GSBS annually. At the time of the next formal review, a summary of these annual reports are included in the self-study.

The formal review process comprises five major components: a self-study prepared by the graduate faculty, an external assessment report, the review committee's evaluative report and recommendations, and program faculty's response to that report, and an action plan resulting from a post-review meeting of the review committee chair, program director, Chair of the program and the GSBS Office. Biennially, the program reports to the GSBS on progress toward implementing the action plan formulated from the 5-year review.

Complementing formal program review is continuous, ongoing outcomes assessment. Outcomes assessment focuses primarily on student learning. It asks and answers the questions:

1. What do we want our students to know and be able to do when they graduate?
2. How well does our program promote that learning?

Its purpose is to monitor whether a program is achieving its goals so that where goals are not being met, changes and improvements can be made. This process begins when graduate faculty identify the major objectives of their program, the more specific outcomes derived from these objectives, and the data that must be collected and analyzed to determine whether those outcomes are being achieved. To the extent possible, the data are supplied by the GSBS and other university sources. However, some data- e.g., data aggregated about student performance on prelims, the final oral defense, etc. – must be collected program by program.

Once outcomes and relevant data sources have been identified, the next step is to develop an outcomes assessment plan. The plan should identify which outcomes will be assessed over the five-year cycle between formal program reviews. Annually, the graduate program director or another faculty member designed by the department head reports to the GSBS as to which outcomes were assessed, what the findings were, and any resulting program improvements. A summary of these reports, as well as the assessment plan, becomes part of the self-study for the next formal review.

## *Program Review Guidelines*

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Purpose: To provide a mechanism for improving the quality of graduate programs through continuous assessment and improvement.

The main objective of periodic graduate program reviews is to provide a mechanism for improving the quality of graduate programs at Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences (GSBS). Periodic graduate program reviews give the school important information about the strengths and weaknesses of a program, the quality and accomplishments of its graduate students, the program's future resource needs and its contribution to the mission of the university. These reviews are designed to help faculty and administrators gain a clear understanding of the following:

1. The program's purpose within TTUHSC and GSBS including the program's outcomes (faculty expectations for students and the program)
2. The program's effectiveness in achieving these purposes & outcomes
3. The program's overall quality
4. The faculty's vision for the program, i.e., future aims for the program and changes necessary to achieve those aims.

### **Schedule of GSBS Academic Program Reviews**

<b>Pharmacology &amp; Neuroscience</b>	<b>2008</b>
<b>Medical Microbiology</b>	<b>2009</b>
<b>Biotechnology</b>	<b>2009</b>
<b>Pharmaceutical Sciences</b>	<b>2010</b>
<b>Cell &amp; Molecular Biology</b>	<b>2011</b>
<b>Biochemistry &amp; Molecular Genetics</b>	<b>2011</b>
<b>Cell Physiology &amp; Molecular Biophysics</b>	<b>2012</b>

### **Graduate Program Review Process Guidelines**

**June Notification of Graduate Program Review:** The GSBS Office will schedule a meeting with the Graduate Program Director and his/her Department Chair to discuss the review process and the program review guidelines.

**Aug 1** The Graduate Program will submit to the GSBS office the names of the departmental reviewers along with the names and contact information for possible external reviewers. The GSBS Office will be responsible for contacting the external reviewers (list provided by Program) and securing their cooperation.

**Preparation of the Program Review Document:** The document should follow the format shown in the next section. The Departmental Chair and the corresponding graduate faculty members of the program are responsible for the content, accuracy, and completeness of the

report. The Chair may designate another faculty member or a team of faculty members to prepare the document but should be actively involved in overseeing its preparation. All current graduate faculty members of the program being reviewed should be involved in the preparation of the report. The participation of enrolled students, alumni and professional staff is highly encouraged. The report should be evaluative rather than simply descriptive. It should incorporate not only an analysis of incoming students, time to degree, attrition rates, etc. but also a summary of the program's continuous and ongoing program outcomes assessment and the faculty's vision for the program's future.

**Selection of GSBS Review Committee Members:** The GSBS Office will appoint one graduate faculty member per program (excluding faculty of program being reviewed) plus 2 students to comprise the GSBS review committee.

**Nov 1 Submission of Program Review Document:** The review document should be forwarded to the Graduate School of Biomedical Sciences (2B106) along with an electronic version on disk or CD-ROM in Portable Document Format (PDF). The GSBS Office will review the document and may request that revisions be made if it is incomplete or simply descriptive. The report should address the appropriateness of the program goals, the quality of the students, and those elements influencing student success: mentoring, research, the faculty, the curriculum, professional development opportunities, facilities, and student funding. The report should also summarize the strengths and weaknesses of the program and make recommendations for improvements. The GSBS office will forward one copy of the document to the GSBS Dean, and send copies to the GSBS review committee and the external reviewers. The original document will remain in the GSBS Office (2B106).

**Nov 5 External Reviews:** Make arrangements to have external reviewers visit campus in late January / early February, if desired.

**Nov 15 The Review Process:** A GSBS Associate Dean will meet with the GSBS review committee members within the first two weeks of November. At this meeting instructions and advice on the review process will be given and the Associate Dean will appoint a chair from its membership.

**Jan 1 Preliminary Report Due:** A draft of the preliminary report from the committee chair should be submitted to the GSBS office.

**Jan 5 External Report Due:** Copies of the external review report are provided to the GSBS internal review committee chair.

**Feb 1 Executive Summary Report:** Copies of the GSBS review committee's preliminary report which incorporates the external assessment, will be provided to the Graduate Program Director and the Department Chair, with a request for a written response from the program faculty. The response outlines the means and timetable by which the program faculty plans to implement the recommendations of the review committee and specifies any additional resources needed to do so.

**Feb 15 Post-review Meeting:** The GSBS Office and the Director of Graduate Programs, will schedule a meeting with the Graduate Program Director, the Department Chair, and the chair of the review committee at the end of February. At this meeting, the chair of the review committee summarizes the committee findings, and the program director and department Chair summarize the program faculty's response. The Chair of the GSBS review committee should incorporate the responses and/or add any relevant information provided by the Program Director and/or Chair to the executive summary report. The final executive summary report will be forwarded to the GSBS Office by March 1.



**May 1 Issuance of Response Statement (Action Plan):** The GSBS Office will submit an action plan (as developed and agreed upon at the post-review meeting). This plan will outline what improvements will be made and who will supply any resources needed to implement them. This action is circulated to all participants in the post-review meeting to make sure that all parties agree on its contents. A copy of this plan will be forwarded to the GSBS Dean.

## **Program Review Format**

**\*\* All data should be collected for the prior five academic years \*\***

### **I. PROGRAM OVERVIEW**

- 1.1 Title of Program
- 1.2 Department Name
- 1.3 Brief History and Mission: Provide a brief history of the development of the graduate program. Briefly describe the mission of the program.
- 1.4 Degree Program Objectives and Outcomes: List the objectives and outcomes (faculty expectations) for the program.

### **II. GRADUATE CURRICULA**

- 2.1 Course offerings and their enrollment during the review period
- 2.2 Describe any significant changes in curriculum and instruction in the program since the last review. Explain the reason for the changes, such as different needs of students, shifts or emphasis in the discipline, changes in faculty, perceived weaknesses in the program, problems with facilities, etc.
- 2.3 List required courses: First-year curriculum, statistics, ethics, etc.
- 2.4 What specifically does the program do to facilitate critical thinking and problem solving to prepare graduates for a wide variety of positions in academics and other environments?

### **III. FACULTY**

- 3.1 Alphabetical list, by rank, of faculty members in the program including a statement of how many new faculty members have been hired since last review.
- 3.2 Faculty Activity Report (see Attachment A) for each faculty that summarized the past five years of relevant activities including:
  - 3.2.1 Education
  - 3.2.2 Teaching – list all courses taught; number of hours lectured per year in graduate courses; student enrollment in course taught
  - 3.2.3 Committee responsibilities
    - 3.2.3.1 Number of advisory committees that each member has served or chaired during the past 5 years, including the students name and when student graduated
    - 3.2.3.2 Service to GSBS committees; graduate council, chair of recruitment committee, core curriculum committee, etc.
  - 3.2.4 Honors and Awards

- 3.2.5 Major Publications - Number of scholarly publications during the period of review (excluding abstracts)
- 3.2.6 Funded Projects / Grants - Active external and internal grants and contracts
- 3.2.7 Service – should include any program, university, professional and community service activities (grant review panels, editorial boards, leadership positions in professional societies)
- 3.3 *Advising*: Describe how and when faculty advisors are assigned to graduate students in your programs, as well as any guidance that new faculty are given in directing graduate student research
- 3.4 *Faculty Quality*: Describe the ways in which the department evaluates the quality of its graduate faculty (e.g., teaching evaluations, peer review, publications, research grants, graduate students advised and their time to degree) and how it uses the results of these evaluations
- 3.5 *Faculty Distribution*: Is the department staffed adequately to meet the needs of various fields of specialization in your discipline? If not, please provide a realistic plan for how the department could achieve an appropriate distribution of faculty across specializations offered

#### IV. GRADUATE STUDENTS

- 4.1 Data Collection – admission criteria
  - 4.1.1 Number of applications for last 5 years
  - 4.1.2 Percent of applicants offered that actually matriculated
  - 4.1.3 List of where students came from (previous schools)
- 4.2 Data Collection - student information:
  - 4.2.1 Students graduated during the review period, graduate GPA's and attrition rates
  - 4.2.2 Average time and credit hours per degree
  - 4.2.3 Students during the review period that have received national and university recognition, including fellowships, scholarships, departmental and other awards (include name, type and amount of awards received)
  - 4.2.4 Number and percent of doctoral graduates employed in the field (or in a post-doctoral position) within one year of graduation and the average length of time to secure the job.
  - 4.2.5 Present position and place of employment of students graduating from the program during the review period
  - 4.2.6 Publications & presentations by student
- 4.2 Quality: Comment on how you evaluate and assess the quality and performance of your graduate students. Referring to the above data, comment on student quality and trends over the past 5 years. What specific measures does the department use to evaluate the quality of entering students? (For example, what use is made of the GPA or of standardized test scores such as the GRE?). Are your students as good as you would like them to be? If not, what are the contributing factors? What are the specific admissions criteria for masters' and doctoral students? Provide summary of recruitment efforts.

- 4.3 Degrees Granted: Comment on the trends in the number of degrees awarded annually and the average length of time required to complete each degree program. What is currently the approximate attrition rate? What has been the trend in attrition over the past five years? If attrition has been increasing, what measures, if any, have been taken to address that increase?
- 4.4 Need/Placement: Describe past, present and anticipated future need for graduates from the program in the TTUHSC community, region and nation. Report any information you have on the level of employer satisfaction with your graduates and the students post graduate performance (if available). Describe the level and kinds of assistance you offer in the placement of your graduates. Assess the strength of student demand for your degree programs over the last five years.
- 4.5 Funding: Describe the stipend support packages available for your students and the approximate annual number of stipends awarded.

## **V. CURRENT RESEARCH**

- 5.1 Current Research: Provide a brief description of significant ongoing research in your program, including the number of post-docs in the labs. Indicate the major strengths or emphases of this research. Describe three to five major research accomplishments over the past five years by faculty and/or graduate students in your program and any new research emphases planned for the near future (through new faculty hires, redirection of current faculty's research, etc.)
- 5.2 External Research Support: Evaluate the level of external funding for research in your program. Is the program competing effectively for external support? What were the levels of outside funding in research grants and other grants (a) at the time of the last review, and (b) the current year? Comment on any trends.
- 5.3 Research Development: What does the program do to encourage and develop research collaborations with faculty performing similar research elsewhere in the university? Also, please describe deficiencies in facilities and resources that impede the program's attempts to reach its research objectives and any plans to address these deficiencies

## **VI. CONCLUSION – (maximum two-page summary)**

- 6.1 Summarize the major strengths and weaknesses of the graduate program and the challenges and opportunities it faces in the foreseeable future. Include summary information (highlights and challenges) captured in WEAVE online annual reports.
- 6.2 Briefly describe the program's vision/strategic plan for the immediate future: Review the programs major goals for the graduate program over the next five years.

## **VII. APPENDICES – could include, but not be limited to, the following:**

- 7.1 Strategic plan to improve/maintain the program
- 7.2 Graduate program policies and procedures

## **Task of the Internal & External Reviewers**

**Assessment:** The task of the reviewers is to formulate objective judgments of the quality and effectiveness of the graduate program. This evaluation is concerned mainly with the quality of graduate education received by students.

**Sources:** The review committee is encouraged to focus attention on questions regarding the relationship of programs to the goals of the university. It is the task of the reviewers to single out those features of the program that merit special commendation, and to make recommendations where there is room for improvement. Reviewers should formulate their evaluations not only from the review document, but also from interviews with the program director, his/her departmental chair, other graduate faculty members, and the program's students.

**The Executive Summary Report:** The findings and recommendations of the review committee should take the format of a concise one to two-page executive summary. Overall observations, reputation, strengths/commendations, weaknesses/recommendations, and value of the program to the mission of the university should be included in this report. **Specific and prioritized recommendations should be made regarding what is needed to strengthen programs that have weaknesses, or perhaps what is needed to further strengthen an excellent program.**

**Overall Assessment:** The GSBS internal review committee should rate the program under review and provide an overall assessment similar to the following:

- Excellent
- Satisfactory
- Needs improvement

## **Guidelines for Internal & External Reviewers**

During the review of a graduate program, reviewers are encouraged to evaluate the program with respect to the areas shown below. Reviewers should approach this evaluation with the same seriousness and thoroughness as if they were performing peer review of a manuscript or extramural grant application. Reviewers are encouraged to give a numeric rating for each area. Reviewers should not feel confined to the areas specified and can examine and comment on other areas that they deem important to the review process. The primary goal of the review is to provide the university, graduate school and graduate program under review with a meaningful and critical assessment of the program.

### **Program Overview and Vision**

Reviewers should examine the mission and vision of the graduate program, paying special attention to program planning, organization, program size, and success at achieving the stated mission.

### **Faculty Productivity**

Factors that should be considered include: faculty resources, particularly external research funding; faculty publication records, scholarship, and awards; faculty external recognition.

### **Quality and Quantity of Graduate Students and Graduates**

Factors that should be considered include: student recruitment, student retention, program applicant pool, placement of graduates, career success of former students, and student productivity.

### **Curriculum and Programs of Study**

Factors that should be considered are: degree requirements, course offerings and frequency, areas of specialization, nature and type of qualifying exams.

### **Recommendations & Suggestions**

Provide recommendations and suggestions for improvement.

### **Annual Reports on Action Plan**

Each program will be reviewed on a five-year interval. Every two years between formal program reviews, each program director will be asked to provide a brief summary of progress made on the “action items” listed: What, if any, items are behind schedule, and what are the hindrances to their timely completion? What strategies have been developed to address these hindrances (e.g., modifying the action item, seeking other resources to fund the action item, etc.)? Is there anything the GSBS office or TTUHSC administration can do to help you address any uncompleted action items?

Implemented July 2006

## Suggested Faculty Activity Report Template

### General Guidelines/Instructions

Each Faculty Member Report Document submission:

- Should be limited to no more than a total of five pages
- Should provide a concise, balanced, and brief document that summarized the past five years of relevant activities

### Name Faculty Activity Report Last Five Years through Current APR Year (e.g., 2003 to 2008)

#### Education

- List degrees earned, major, and each year degree was attained.

#### Teaching (last five years only)

- List all GSBS courses taught during the review period.
- Provide semester and year that course was taught.

*Example:*

2001-2002	Fall/Spring		Enrollment
	PSY 230	Introduction to Statistics	_____
	PSY 290	Research Methods	_____
	PSY 320	Learning and Motivation	_____

Please provide any chair and committee responsibilities, along with all individual instruction/mentoring activities that you provide in this section.

- On doctoral dissertations, please specify student name, degree, dissertation title, and date of completion
- On master's thesis, please specify number chaired and number of memberships.

#### Honors and Awards (last five years only)

- List awards and honors received along with the year that it was bestowed.

#### Major Publications/Scholarly Work (last five years only)

#### Funded Projects/Grants (last five years only)

#### Service (last five years only)

- List service activities and years provided.  
Should include any unit, college, university, professional, and community service activities

Please Note: Full faculty CVs should also be made available to the external reviewers.

## *Recruitment & Retention*

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**Purpose:** To describe recruitment and retention strategies for GSBS

**GSBS Web Page.** This is an effective tool for exposing prospective students to the programs available in the Graduate School of Biomedical Sciences. The GSBS web page is linked to each individual department's web page. Students are also able to apply to the Graduate School electronically via the web page.

**Research Assistantships.** Students receiving a Research Assistantship are considered employees of TTUHSC and qualify for in-state tuition and health insurance benefits.

**Recruitment Budget.** A small fund is allocated for the recruitment of students. Expenses include:

- travel for faculty and staff to attend recruitment fairs
- site visits for prospective students
- scholarships for students who place in the poster presentation during the TTUHSC Student Research Day
- advertising through on-line media such as Petersons.com and Gradschools.com

**Student Research Day.** An interdisciplinary forum designed to:

- stimulate exchange of research information among students in biomedically related disciplines
- highlight exceptional research performed by students in training
- expose students to the latest research advancements through seminars presented by distinguished biomedical scientists
- recruit regional students into our graduate and professional degree program
- award scholarships in various categories of the poster presentations

**Summer Accelerated Biomedical Research (SABR) Internships.** Available to students interested in pursuing a career in basic biomedical research. The SABR Internships are intensive, 10 week opportunities for students to perform basic biomedical research while receiving a stipend.

**Medical Student Summer Research (MSSR).** The purpose of this program is to introduce interested medical students to academic research as a career option. Medical students will work full time for 8 week while also receiving a stipend.

### **Endowments for Graduate Students**

- AT&T Chancellor's Graduate Fellowships. This \$5M endowment provides 110 graduate fellowships at \$3,000 per year for one year for master's students and \$3,000 per year for three years for doctoral students and was established in 1997.
- The Mary Lou Clements Scholarship established in 2000
- GSBS Endowed Scholarship established in 2000

### **Scholarships for Graduate Students**

- CH Foundation
- Dean's Scholarship



## *Research Assistantships*

---

Purpose: To outline the Texas Education Code and to list benefits provided to research assistantship positions.

**Texas Education Code Statute: Section 54.063.** A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.063 of this code, without regard to the length of time the assistant has resided in Texas if the assistant is employed at least one-half time in a teaching or research assistant position which is related to the assistant's degree program under rules and regulations established by the employer institution.

Students employed as teaching or research assistants employed at least half time by any public institution of higher education in a degree program-related position may pay the same tuition while attending any public institution of higher education as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. The institution which employs the students shall determine whether or not the students' jobs relate to their degree programs. If the spouse or children attend an institution other than the one employing the research or teaching assistant, they must provide proof of his or her current employment to the college they attend. It is the intent of this rule that employment be for the duration of the period of enrollment for which a waiver is awarded.

**Enrollment.** Students on research assistantships must be considered full-time students. The minimum enrollment for full-time graduate status is 9 hours in the regular semester and at least 6 hours in the summer term. Students on assistantships must matriculate every semester or the assistantship will be temporarily suspended until the next semester of matriculation.

**Fee Waivers.** Students must be appointed before the 12<sup>th</sup> class day of the fall or spring semester (4<sup>th</sup> class day of the summer term) as a benefits eligible research assistant with employment of at least one-half time to be eligible for fee waivers. Fee waiver forms must be completed EVERY semester and submitted to the Bursar's office for processing. The student must be employed for 4 ½ months in a semester to qualify for the waivers. If the student leaves early or does not meet the 4 ½ month criteria, the fee waivers will be revoked and the student will be required to pay the balance due.

1. **Fee Assistance Program:** Exempts, by Board of Regents action, the student from the payment of Institutional Tuition Student Services Fee, Information Technology Fee, Library Fee, University Fee, Recreation Center Fee, and Course Fees.
2. **Non-Resident State Tuition Exemption Form:** Exempts a student from the payment of non-resident tuition over and above the state resident rate.
3. **Medical Services Waiver Form:** Waives the student from payment of the Medical Services Fee.

**Fee Waivers forms are maintained by the TTUHSC Bursar's office and available on the Bursar's office website.**

**For additional information on student employment, please refer to HSC OP 70.27 – Appointment of Student Employees**

## *Student Insurance*

---

Purpose: To define the availability of health services to graduate students.

1. **ELIGIBILITY:** The Department of Family & Community Medicine provides certain health services at no charge to HSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. All students are required to have adequate health insurance. It is understood that expenses not covered by insurance will be the responsibility of the student. Emergency room visits, hospitalization, and consultations are not covered by the student insurance. Students must present a student ID card at the time of the appointment.
2. **FEES:** The Medical Services Fee covers only routine office visit services provided in the Family Practice Center. This fee does not cover the cost of medicine or supplies used in conjunction with the office visit. For a complete listing of services covered, see the Student Health Services brochure located on the student services [website](#).

3. **CLINIC LOCATIONS:**

**Texas Tech Physicians of Lubbock**

Family & Community Medicine  
TTUHSC Building, 1<sup>st</sup> Floor, Medical Pavilion  
3601 4<sup>th</sup> Street, Lubbock, TX 79430  
Phone: 806-743-2757  
8:00 am – 5:00 pm; Monday – Friday  
Emergencies: University Medical Center

**Texas Tech Physicians of Amarillo**

Family & Community Medicine  
Northeast Corner, BSA Hospital  
1600 Wallace, Amarillo, TX 79106  
Phone: 806-212-3500  
8:00 am – 5pm; Monday – Friday  
Emergencies: BSA Hospital

4. **STUDENT EMPLOYEES:** Students who hold Research Assistantships may elect to waive the student insurance since they are considered employees and receive employee health benefits. Employees must sign up for insurance through Human Resources.

# *Vacation & Sick Leave*

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Purpose: To define Texas Statutes for vacation and sick leave for students and outline the policy established for GSBS students.

1. Student employment is governed by the Government Code, Chapter 661 of the Texas Statutes. Excerpts from the Code are provided to assist the GSBS Faculty and Students. The complete document may be viewed at: <http://www.capitol.state.tx.us/statutes/statutes.html>

## **SUBCHAPTER F. GENERAL PROVISIONS FOR VACATION LEAVE FOR STATE EMPLOYEES**

### **661.152. Entitlement to Annual Vacation Leave**

(a) A state employee is entitled to a vacation in each fiscal year without a deduction in salary, except for a state employee who is:

(1) an employee of an institution of higher education as defined by Section 61.003, Education Code, who:

(A) is not employed to work at least 20 hours per week for a period of at least four and one-half months; or

(B) is employed in a position for which the employee is required to be a student as a condition of the employment;

Added by Acts 1999, 76th Leg., ch. 279, § 19, eff. Sept. 1, 1999.

## **SUBCHAPTER G. GENERAL PROVISIONS FOR SICK LEAVE FOR STATE EMPLOYEES**

### **661.201. Applicability**

(b) An employee of an institution of higher education as defined by Section 61.003, Education Code, is eligible to accrue or take paid sick leave under this subchapter only if the employee:

(1) is employed to work at least 20 hours per week for a period of at least four and one-half months; and

(2) is not employed in a position for which the employee is required to be a student as a condition of the employment.

Added by Acts 1999, 76th Leg., ch. 279, § 19, eff. Sept. 1, 1999.

## **2. Additional GSBS information:**

- a. Students must be registered or be on an approved official leave of absence (medical or personal).
- b. Mentors have at their discretion the ability to grant 10 days of personal leave (with pay) for each student per year. Personal leave may not be accumulated and carried forward to the next year.
- c. Students are entitled to take institutional holidays as designated by the GSBS calendar (which will not be counted toward individual personal days).
- d. Students exceeding 10 days of personal leave must get approval for extended leave. If extended leave is approved by GSBS, the departments will submit a PAF to place the student on leave-without-pay. The PAF requires a GSBS signature.
- e. Students needing extended time off may apply for leave during summer months (must go on leave without pay and may not be registered).
- f. No extended leave granted during the Fall or Spring semesters; exceptions to this policy must have GSBS approval.
- g. Student must be continually registered once they begin thesis/dissertation hours.
- h. Leave periods will not extend the maximum time requirement to complete a degree.
- i. The enforcement of this policy will be the responsibility of the mentor to document personal leave days for each of their students.

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# *GSBS Forms*

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**APPLICATION FOR CHANGE IN MAJOR**

*(MUST BE COMPLETED ON-LINE AT:*

[http://www.ttuhschool.edu/gsbs/documents/forms/change\\_in\\_major.pdf](http://www.ttuhschool.edu/gsbs/documents/forms/change_in_major.pdf))

Print Form

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

Application for Change in Major

Name:  Date:

Social Security Number:

**Current Status** at Texas Tech University Health Sciences Center:

Degree:  Program:

Major You Wish to Pursue:

Degree:  Program:

Semester You Plan to Enter New Program:

Complete Online

Have you contacted the Graduate Advisor for the department you plan to enter?  Yes  No  
If not, we recommend doing so before filing this form in the Graduate School of Biomedical Sciences office.

**NOTE:** If you are planning to transfer from one degree program to another, you must obtain a memo of release from your present program before we can process your change request.

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Graduate Advisor of New Program

APPROVED: \_\_\_\_\_ Date \_\_\_\_\_  
Dean/Associate Dean for Graduate School of Biomedical Sciences

**APPROVAL FOR GRADUATE CREDIT**

*(MUST BE COMPLETED ON-LINE AT:*

[http://www.ttuhschool.edu/gsbs/documents/forms/approval\\_for\\_graduate\\_credit.pdf](http://www.ttuhschool.edu/gsbs/documents/forms/approval_for_graduate_credit.pdf))

Print Form

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

*Approval for Graduate Credit*

*Complete Online*

Last Name  First Name   
I am within 12 hours of my undergraduate degree and have at least a "B" average in my major subject. I hereby request permission to take the following course for Graduate Credit during the semester of \_\_\_\_\_ (year \_\_\_\_\_)  
 Fall  
 Spring  
 Summer

<u>Department</u>	<u>Course Number</u>	<u>Section</u>

APPROVED: \_\_\_\_\_/Date \_\_\_\_\_  
GSBS Faculty  
\_\_\_\_\_/Date \_\_\_\_\_  
GSBS Associate Dean

## CHANGES TO THE DEGREE PLAN

(MUST BE COMPLETED ON-LINE AT  
[http://www.ttuhscc.edu/gsbs/documents/forms/changes\\_to\\_degree\\_plan.pdf](http://www.ttuhscc.edu/gsbs/documents/forms/changes_to_degree_plan.pdf))

Print Form

### Graduate School of Biomedical Sciences TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

#### CHANGES TO THE DEGREE PLAN

Date:

Student's Name:  SS #:

Deleted Course(s) Number:

Add Course(s) Number:

Change requested because:

Complete Online

\_\_\_\_\_  
Signature of Department Chairman or Graduate Advisor

Return this form to:

Graduate School of Biomedical Sciences  
2B106 HSC, STOP 6206

C:\Documents and Settings\sewright\My Documents\gsbs\changes on degree program.doc



# COURSE APPROVAL FORM

(MUST BE COMPLETED ON-LINE AT

[http://www.ttuhschool.edu/gsbs/documents/forms/course\\_approval.pdf](http://www.ttuhschool.edu/gsbs/documents/forms/course_approval.pdf))

**Print Form** TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
**COURSE APPROVAL FORM**

Department \_\_\_\_\_ Date \_\_\_\_\_

Course Title: \_\_\_\_\_  
Prefix  Number  Credit Hr  Coreq. Hrs  Pre Hrs

**ADD**

Course Elements  Effective Date \_\_\_\_\_

Shortened Title for the Schedule \_\_\_\_\_  
(limited to 30 spaces)

Catalog Description (include prerequisite) \_\_\_\_\_

Faculty Credentials \_\_\_\_\_

**DELETE**

Justification \_\_\_\_\_ Effective Date \_\_\_\_\_

**APPROVAL**

Department \_\_\_\_\_ Date \_\_\_\_\_

Graduate Council \_\_\_\_\_ Date \_\_\_\_\_

Graduate School of Biomedical Sciences \_\_\_\_\_ Date \_\_\_\_\_

# GRADUATE FACULTY NOMINATION OR CHANGE IN STATUS FORM

*Must be completed on-line at <http://www.ttuhscc.edu/gsbbs/documents/forms/gradfacapp.pdf>*

Print Form

## GRADUATE FACULTY NOMINATION OR CHANGE IN STATUS FORM Graduate School of Biomedical Sciences Texas Tech University Health Sciences Center

Instructions: Please type complete and specific information in each category. If more space is needed for any section, use a continuation sheet and refer to section by title. Forward original nomination form, CV and official transcript to the GSBS office for processing. Send electronic CV to the GSBS office at [graduate.school@ttuhsc.edu](mailto:graduate.school@ttuhsc.edu).

Name  Graduate Program   
 Date Submitted   
 Rank/Title  Email Address

Action to be considered in this Nomination or Change in Status transaction:

**A detailed description of the appointments and the corresponding privileges are defined in the GSBS Bylaws.**

1. **New appointment** to the GSBS Faculty (must hold primary, joint, or adjunct School of Medicine or School of Pharmacy faculty appointment in the department sponsoring this appointment). Type of Appointment:

- Primary appointment  
 Associate appointment  
 Adjunct graduate faculty \*\*

2. **Modification of appointment** status for a current member of the GSBS Faculty holding a \_\_\_\_\_ appointment in the \_\_\_\_\_ program.  
 Type of appointment modification:

- Joint appointment in the \_\_\_\_\_ program with \_\_\_\_\_  
 Continuation of current Primary appointment in \_\_\_\_\_ program  
 Associate appointment in \_\_\_\_\_ program  
 **Ex-officio** (administrative rank of department chair/other) who will be fully involved in the administration of this program through his/her administrative position  
 **Termination** of appointment in \_\_\_\_\_ program.  
 Change of current \_\_\_\_\_ faculty appointment status in \_\_\_\_\_ program to "**Probationary**" for a 3 year period as the result of a 5 year review of the GSBS faculty in \_\_\_\_\_ program

Comments of Appointment if any: \_\_\_\_\_

	Primary	Joint	Assoc
Teaching and serving as instructor of record			x
Serving on and voting as a member of the advisory committee to students		x	x
Voting on petitions for the specific program, curriculum requirements, graduate course content, and changes in the academic guidelines of the graduate program	x	x	
Serving on Graduate Council and voting in the election of members to the GSBS Graduate Council	x		
Voting in the election of Officers of the GSBS Graduate Faculty and on general GSBS issues.	x		x

**\*\* Adjunct Graduate Faculty status:**  
 Courtesy appointment to a faculty member with a graduate faculty appointment at another accredited university outside the TTUHSC system. Membership privileges include teaching and/or serving as the instructor of record and serving on a students advisory committee as a voting member.

Approval by Nominee for the transaction proposed above (Required for actions 1,2 and 3 above):

Signature: \_\_\_\_\_

**Peer Evaluation Vote:** Appointed or elected subcommittee, or all members of the Graduate Faculty according to program policy  
 Approve     Disapprove     Abstain    (Record number vote)

**Peer Evaluation Representative (Graduate Advisor certification of peer vote):**

Approve     Disapprove    (Check one)  
 Comment: \_\_\_\_\_ Signature: \_\_\_\_\_

**Chair, Department/Area:**

Approve     Disapprove    (Check one)  
 Comment: \_\_\_\_\_ Signature: \_\_\_\_\_

**Dean of Appropriate School:**

Approve     Disapprove    (Check one)  
 Comment: \_\_\_\_\_ Signature: \_\_\_\_\_

**Dean, Graduate School of Biomedical Sciences** (Approval by GSBS Graduate Council on \_\_\_\_\_):

Approve     Disapprove    (Check one)  
 Comment: \_\_\_\_\_ Signature: \_\_\_\_\_

Revised 3/07

**INTENT TO FORMALLY APPEAL A GRADE**

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhsc.edu/gsbs/documents/forms/GRADEAPPEALS.pdf>)

Print Form

**Intent to Formally Appeal a Grade**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Telephone number where you can be reached during the appeal: \_\_\_\_\_

**COURSE INFORMATION:**

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Grade Awarded: \_\_\_\_\_

Reason(s) for the appeal (see "Appeal Policy" of the GSBS website for policy on student appeals before completing this section). Attach additional sheets as necessary.

\_\_\_\_\_

Request resolution/indicate what you would consider a fair resolution of the appeal, with supporting reasons.

\_\_\_\_\_

By signing below, I verify that I have been unsuccessful in reaching a resolution by working with the instructor in the informal appeals process. I also recognize that the falsification of any information, either on this form or at any stage of the appeals process, represents a violation of the GSBS Honor Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

**Date received by the GSBS Office:**

# STATEMENT OF INTENTION TO GRADUATE

(MUST BE COMPLETED ON-LINE AT <http://www.ttuhsu.edu/gsbbs/documents/forms/intentgraduate.pdf>)

Print Form

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER GRADUATE SCHOOL OF BIOMEDICAL SCIENCES STATEMENT OF INTENTION TO GRADUATE

Please complete all information and return to the Graduate School of Biomedical Sciences (2B106 or mail stop 6206). USE **TAB KEY** (not return key) to move to the next field.

Full Name for Diploma: \_\_\_\_\_

SSN#: \_\_\_\_\_ Phone #: \_\_\_\_\_

Semester of Graduation: \_\_\_\_\_

Degree Sought:  MS  PhD  MD/PhD

Program: \_\_\_\_\_

Hometown to be listed in program: \_\_\_\_\_

Previous Degrees Awarded & Year: \_\_\_\_\_  
(ex. BA, Texas Tech University, 1998)

DIPLOMA

Will pick up from the Registrar's office

Please mail it to me

Diploma Mailing Address: \_\_\_\_\_

Complete Online

will you be attending:

GSBS Commencement ceremony in May?  Yes **OR**  No

TTUHSC Graduation ceremony in the May?  Yes **OR**  No

---

### OFFICIAL TITLE FORM

Title pages for students who write theses or dissertations will be prepared using information supplied on this form. If this is your first submission of title, or if changes are necessary, fill in below and have your chairperson sign.

Defense Date (tentative): \_\_\_\_\_

Official title - Print or type (do not use symbols, formulas, etc.):

\_\_\_\_\_

Committee members (indicate chair):

\_\_\_\_\_

Signature of Chairperson of Committee \_\_\_\_\_

Rec'd by GSBS: \_\_\_\_\_

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# *Waivers*

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# FEE ASSISTANCE WAIVER FORM

(MUST BE COMPLETED ON-LINE AT

[http://www.fiscal.ttuhscc.edu/busserv/bursar/collateral/wvr\\_tara\\_fee.pdf](http://www.fiscal.ttuhscc.edu/busserv/bursar/collateral/wvr_tara_fee.pdf))

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Semester/Term: \_\_\_\_\_  
Year: \_\_\_\_\_

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

FEE ASSISTANCE WAIVER FORM

TARA/GA/GPTI

This form must be presented to the TTUHSCC Bursar's Office no later than the close of business on the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term.

**A SEPARATE FORM WITH ORIGINAL SIGNATURES IS REQUIRED FOR EACH SEMESTER/TERM IN WHICH THE EXEMPTION/WAIVER IS BEING CLAIMED.**

APPLICATION BY TEACHING ASSISTANTS, RESEARCH ASSISTANTS, GRADUATE ASSISTANTS, AND GRADUATE PART-TIME INSTRUCTORS TO REQUEST A WAIVER FROM PAYMENT OF INSTITUTIONAL TUITION, STUDENT SERVICES FEE, INFORMATION TECHNOLOGY FEE, UNION FEE, RECREATION CENTER FEE, AND COURSE FEES.

The Texas Tech University Health Sciences Center Board of Regents has provided that employees who, on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term, are eligible employees of Texas Tech University Health Sciences Center, eligible for State benefits as defined in section 1.0 (6) of the Texas Civil Statutes, Title 110 B, and the "Rules and Regulations of the Board of Trustees of the Teachers' Retirement System of Texas" and employees who on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term were appointed at least one-half time as Teaching Assistant, Research Assistant, Graduate Assistant, or Graduate Part-Time Instructor may be waived from the payment of Institutional Tuition, Student Services Fee, Information Technology Fee, Student Union Fee, Recreation Center Fee, and Course Fees.

In the event I do not qualify for a waiver, I hereby agree to pay Texas Tech University Health Sciences Center, the amount I should have paid as a non-waived student.

I further understand and agree, that if I fail to make payments required in the notification that I will not receive credit for course work completed during the semester/term in which the waiver was claimed. I also understand and agree that I will not be entitled to receive an official academic transcript.

I understand and agree that Texas Tech University Health Sciences Center, at its option, may revoke this waiver if I am no longer employed and that I no longer meet eligibility requirements.

I, \_\_\_\_\_  
(Print or type Last Name, First Name, MI) \_\_\_\_\_ SSN \_\_\_\_\_

certify that to the best of my knowledge that I am qualified for the waiver indicated and hereby apply to Texas Tech University Health Sciences Center for the waiver of fees.

### -----EMPLOYMENT CERTIFICATION-----

Check the appropriate block to indicate your official job title:  Teaching Assistant 040371  
 Research Assistant 040630  
 Graduate Assistant 043906  
 Graduate Part-Time Instructor 043072

\_\_\_\_\_  
Employee/Claimant Signature

### -----DEGREE CERTIFICATION-----

This section must be signed by the chairperson or other authorized academic official of the Dean's Office in the appropriate college. Signatures must be original for acceptance.

I certify, to the best of my knowledge, that the student (claimant) is appointed and performing duties in the position indicated on this form for the semester/term claimed and that such appointment is directly related to their degree program and is in compliance with TTUHSC policy.

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ Phone # \_\_\_\_\_

Original Signature of Authorized Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_

-----CERTIFICATION OF EMPLOYMENT DEPARTMENT-----

I certify, to the best of my knowledge, that the student (claimant) is appointed and performing duties in the position claimed on this form and that employment is at least one-half time (20 hours per week) in the semester/term for which the waiver is being claimed.

I further certify, to the best of my knowledge, the appointment was effective on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term.

Employee's Payroll Account Number: \_\_\_\_\_

Employing Department: \_\_\_\_\_

Mail Stop: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Signature of Authorized Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_

-----FEE ELECTION-----

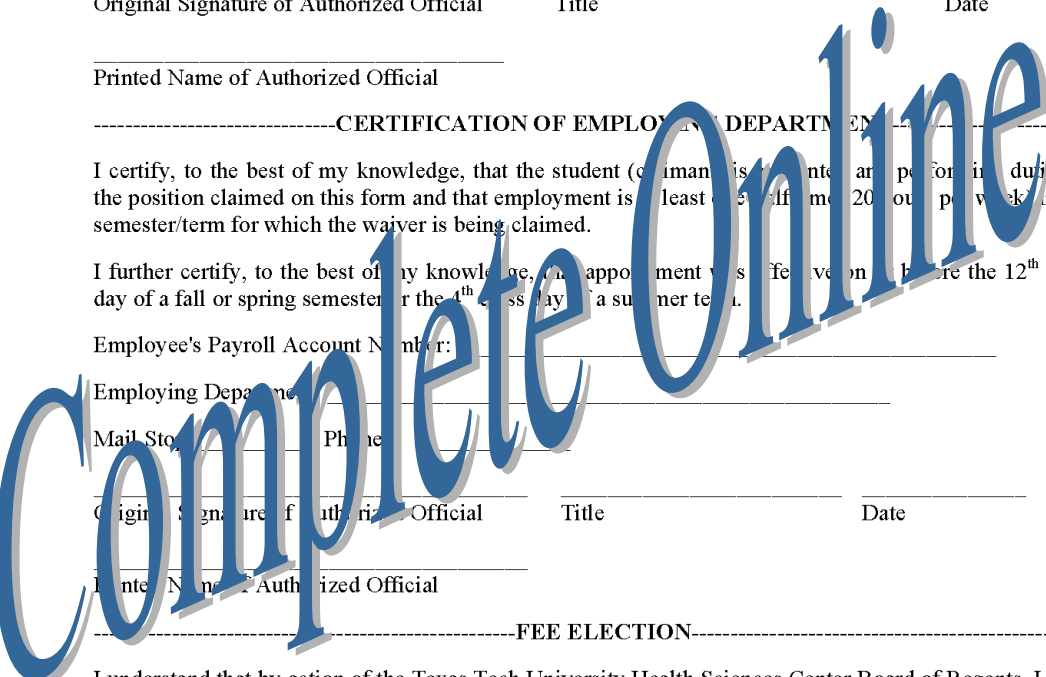
I understand that by action of the Texas Tech University Health Sciences Center Board of Regents, I have the option to elect to pay the Student Services Fee, Student Union Fee, and Recreation Center Fee. I further understand and agree that this election to pay is irrevocable.

- To pay Student Services Fee
- To pay Student Union Fee (Synergistic Center at TTUHSC Lubbock Campus)
- To pay Recreation Center Fee
- To pay Student Athletic Fee

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \*\*\*\*\*

**TTUHSC Bursar's Office Use Only**

Exemption/Waiver Subcode	_____	Date of TechRIS Audit	_____
Hours at Time of Submittal	_____	Appointment Date	_____
Date Entered	_____	Percentage of Employment	_____
Entered by	_____	Hours at Time of Audit	_____
Date of Rejection Notification	_____	TechRIS Audit Performed by	_____





# MEDICAL SERVICES WAIVER FORM

(MUST BE COMPLETED ON-LINE AT

[http://www.fiscal.ttuhsu.edu/busserv/bursar/collateral/wvr\\_med\\_svs.pdf](http://www.fiscal.ttuhsu.edu/busserv/bursar/collateral/wvr_med_svs.pdf))

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Semester/Term: \_\_\_\_\_  
Year: \_\_\_\_\_

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### MEDICAL SERVICES WAIVER FORM BENEFITS-ELIGIBLE EMPLOYEES

This form must be presented to the TTUHSC Bursar's Office no later than the close of business on the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term.

**A SEPARATE FORM WITH ORIGINAL SIGNATURES IS REQUIRED FOR EACH SEMESTER/TERM IN WHICH THE EXEMPTION/WAIVER IS BEING CLAIMED.**

The Texas Tech University Health Sciences Center Board of Regents has provided that a student who on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term were benefits eligible employees of Texas Tech University Health Sciences Center, eligible for State benefits as defined in section 31.001(6) of the Texas Civil Statutes, Title 110 B, and the "Rules and Regulations of the Board of Trustees of the Teacher Retirement System of Texas" may be waived from the payment of the Medical Services Fee.

In the event I do not qualify for this waiver, I do hereby agree to pay Texas Tech University Health Sciences Center, the amount I should have paid as a non-waivered student.

I further understand and agree, that if I fail to make payment as required in the notification that will not be a credit for course work completed during the semester or term in which the waiver was claimed. I also understand and agree that I will not be entitled to receive an official academic transcript.

I understand and agree that Texas Tech University Health Sciences Center at its option may revoke this waiver immediately upon determination that I no longer meet eligibility requirements.

I certify that to the best of my knowledge and belief I am qualified for the waiver indicated and hereby apply to Texas Tech University Health Sciences Center for the waiver of the Medical Services Fee.

Employee's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Employee's SSN \_\_\_\_\_

Employee's Official Job Title \_\_\_\_\_ Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

### TTUHSC Bursar's Office Use Only

Exemption/Waiver Subcode _____	Date of TechRIS Audit _____
Hours at Time of Submittal _____	Appointment Date _____
Date Entered _____	Percentage of Employment _____
Entered by _____	Hours at Time of Audit _____
Date of Rejection Notification _____	TechRIS Audit Performed by _____

# NONRESIDENT/FOREIGN TUITION EXEMPTION FORM

(MUST BE COMPLETED ON-LINE AT

[http://www.fiscal.ttuhs.edu/busserv/bursar/collateral/wvr\\_tara\\_tuition.pdf](http://www.fiscal.ttuhs.edu/busserv/bursar/collateral/wvr_tara_tuition.pdf))

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Semester/Term: \_\_\_\_\_  
Year: \_\_\_\_\_

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### NONRESIDENT/FOREIGN TUITION EXEMPTION FORM

#### TARA/GA/GPTI

This form must be presented to the TTUHSC Bursar's Office no later than the close of business on the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term.

**A SEPARATE FORM WITH ORIGINAL SIGNATURES IS REQUIRED FOR EACH SEMESTER/TERM IN WHICH THE EXEMPTION/WAIVER IS BEING CLAIMED.**

APPLICATION BY TEACHING ASSISTANTS, RESEARCH ASSISTANTS, GRADUATE ASSISTANTS, AND GRADUATE PART-TIME INSTRUCTORS TO PAY TUITION AS REQUIRED BY TEXAS RESIDENTS.

The Texas Education Code and the Texas Tech University System Board of Regents provide that a teaching Assistant, Research Assistant, Graduate Assistant or Graduate Part-Time Instructor employed at least one-half time, provided that such person is appointed on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term and further provide that the position meets the definition in the Texas Tech Pay Plan that said work relates to the student's degree program may pay tuition as required by Texas residents.

In accordance with Texas Education Code Section 49.53, I hereby affirm and declare that I am entitled to make application for this exemption upon my status as a teaching assistant, research assistant, graduate assistant, or graduate part-time instructor.

In the event I do not qualify for this exemption/waiver, I hereby agree to pay Texas Tech University Health Sciences Center the amount that would have been paid as a nonresident/foreign student.

I further understand and agree that if I fail to make full payment as required in the notification that I will not receive credit for course work completed during the semester or term in which the exemption was claimed. I also understand and agree that I will not be entitled to receive an official academic transcript.

I understand and agree that Texas Tech University Health Sciences Center, at its option, may revoke this exemption immediately upon determination that I am no longer eligible for this exemption.

\_\_\_\_\_  
(Print or type Last Name, First Name, MI)

\_\_\_\_\_  
SSN

certify that to the best of my knowledge that I am qualified for the exemption of nonresident/foreign tuition and hereby apply to Texas Tech University Health Sciences Center for the exemption.

#### -----EMPLOYMENT CERTIFICATION-----

Check the appropriate block to indicate your official job title:

- Teaching Assistant 040371  
 Research Assistant 040630  
 Graduate Assistant 043906  
 Graduate Part-Time Instructor 043072

\_\_\_\_\_  
Employee/Claimant Signature

-----DEGREE CERTIFICATION-----

This section must be signed by the chairperson or other authorized academic official of the Dean's Office in the appropriate college. Signatures must be original for acceptance.

I certify, to the best of my knowledge, that the student (claimant) is appointed and performing duties in the position indicated on this form for the semester/term claimed and that such appointment is directly related to their degree program and is in compliance with TTUHSC policy.

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ Phone # \_\_\_\_\_

Original Signature of Authorized Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_

-----CERTIFICATION OF EMPLOYMENT DEPARTMENT-----

I certify, to the best of my knowledge, that the student (claimant) is appointed and performing duties in the position claimed on this form and that employment is at least one-half time (20 hours per week) in the semester/term for which the appointment is being claimed.

I further certify, to the best of my knowledge, that appointment was effective on or before the 12<sup>th</sup> class day of a fall or spring semester or the 4<sup>th</sup> class day of a summer term.

Employee's Payroll Account Number \_\_\_\_\_

Employing Department \_\_\_\_\_

Mail Stop \_\_\_\_\_ Phone # \_\_\_\_\_

Original Signature of Authorized Official \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Authorized Official \_\_\_\_\_

\*\*\*\*\*

**TTUHSC Bursar's Office Use Only**

Exemption/Waiver Subcode _____	Date of TechRIS Audit _____
Hours at Time of Submittal _____	Appointment Date _____
Date Entered _____	Percentage of Employment _____
Entered by _____	Hours at Time of Audit _____
Date of Rejection Notification _____	TechRIS Audit Performed by _____

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# *GSBS Masters Forms*

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# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## INSTRUCTIONS FOR MASTER'S THESIS DEFENSE

### Process for Thesis Oral Defense

More than one vote for disapproval shall constitute failure of the defense.

- Student downloads **Thesis Defense Signature Form and Thesis Approval / Disapproval Signature Form** from the Graduate School of Biomedical Sciences (GSBS) website at [www.ttuhscc.edu/gpbs](http://www.ttuhscc.edu/gpbs).
- Student's department completes blanks on [Thesis Oral Defense Signature Form and Thesis Signature Form](#).
- Student is responsible for taking forms to oral defense.
- After defense, the M.S. Advisory Committee signs the form to record their vote.
- The student brings the completed form to the GSBS Office, 2B 106 HSC.
- The GSBS faxes a copy to the Graduate School TTU.
- The original form will be kept in the student's file at GSBS and a copy at TTU Graduate School.

The Graduate School at TTU will process theses and dissertations per the agreement we have with them. **All thesis guidelines, instructions, etc. will be under the jurisdiction of Becky Davidson, Graduate School TTU.**

### Thesis Approval / Disapproval Signature Form:

This form is used to allow the student's committee to record approval or disapproval of the written thesis. The student will meet the degree requirements provided that no more than one vote for disapproval is received on the thesis.

- Upon completion of the Thesis, the form is signed by the Advisory Committee to record their vote.
- The student brings the signed form to the GSBS Office, 2B 106, MS 6206.

## **THESIS TO DO LIST BEFORE FINAL MASTER'S THESIS DEFENSE**

- Notify committee of proposed graduation date.
- Check with graduate advisor for particular departmental requirements.
- Verify with Pam Johnson, 2B 106 HSC Graduate School of Biomedical Sciences that your program and degree requirements have been met for graduation.
- File changes to your Degree Program, if needed
- Consult GSBS class schedule for last day to defend
- Submit the “Intent to Graduate” form to Pam Johnson, GSBS Stop 6202 or 2B106.
- Check with your departmental graduate advisor for departmental requirements regarding posting notices of your defense. In some departments, the student will need to provide notices to all faculty members of the defense.
- Schedule room for defense.
- Email Pam Johnson ([pamela.johnson@ttuhsc.edu](mailto:pamela.johnson@ttuhsc.edu)) to request your title page 2 weeks prior to your defense.
- Pay graduation fee and binding fee.
- Order regalia.
- All committee members should have a copy of your thesis at least 2 weeks prior to the defense.
- Send completed signature forms (Thesis Oral Defense Signature Form and Thesis Signature Form). Signatures may be in blue or black ink.

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### **ADDITIONAL INFORMATION:**

- If you do not meet the current semester's deadlines, you will need to file a NEW intention to graduate, request a new title page, and enroll for the new semester.
- The thesis defense should be an open meeting, held during weekday business hours when classes are in session and not during break periods.
- Students must be employed 4 ½ months during that semester to qualify for fee waivers. Students defending early and leaving before the semester ends, should not use fee waivers during their final semester.
- The TTU Graduate School will process theses/dissertations per our agreement. All thesis guidelines, instructions, etc. will be under the jurisdiction of Becky Davidson, TTU Graduate School.

**THESIS ORAL DEFENSE SIGNATURE FORM**

*(MUST BE COMPLETED ON-LINE AT*

[http://www.ttuhschool.edu/gsbs/documents/forms/ms\\_thesis\\_signature\\_forms.pdf](http://www.ttuhschool.edu/gsbs/documents/forms/ms_thesis_signature_forms.pdf))

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

**Thesis Oral Defense Signature Form**

M.S. Candidate: \_\_\_\_\_

M.S. Advisory Committee Chair: \_\_\_\_\_

M.S. Advisory Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Final Comprehensive Examination for the M.S. Degree: \_\_\_\_\_

Committee Signature: \_\_\_\_\_

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Chair of Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete Online

\*More than one vote for disapproval shall constitute failure of this examination.

Forward this form to the Associate Dean,  
Graduate School of Biomedical Sciences, 2B106



**THESIS SIGNATURE FORM**

*(MUST BE COMPLETED ON-LINE AT*

[http://www.ttuhschool.edu/gsbs/documents/forms/ms\\_thesis\\_signature\\_forms.pdf](http://www.ttuhschool.edu/gsbs/documents/forms/ms_thesis_signature_forms.pdf))

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Thesis Signature Form

M.S. Thesis Submitted by: \_\_\_\_\_

M.S. Thesis Title: \_\_\_\_\_

\_\_\_\_\_

Date Submitted:

Committee Signatures:

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Chair of Committee \_\_\_\_\_ Chair of Committee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Complete Online*

\*Approval of the dissertation requirement for the M.S. degree requires a majority vote.

Forward this form to the Associate Dean,  
Graduate School of Biomedical Sciences, 2B106

# MASTER'S DEGREE PLAN & APPLICATION FOR ADMISSION TO CANDIDACY

(MUST BE COMPLETED ON-LINE AT [http://www.ttuhschool.edu/gsbbs/documents/forms/ms\\_degree\\_plan.pdf](http://www.ttuhschool.edu/gsbbs/documents/forms/ms_degree_plan.pdf))

Print Form

## Graduate School of Biomedical Sciences TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### MASTER'S DEGREE PLAN AND APPLICATION FOR ADMISSION TO CANDIDACY

After admission to a degree program, every applicant for the master's degree is required to complete this form and submit it to the Graduate School of Biomedical Sciences for approval as early as possible and no later than **six months prior to proposed date of graduation**.

Date:       Official Use Only: GRE       Catalog       Deadline

Full legal name:       Student's ID#

Current mailing address (include zip code):

Previous Degree(s)	Institution(s)	Year Awarded

MASTER'S DEGREE in       Expected Year of Graduation:  Fall  Spring  Summer

Check one:  Thesis     Non-thesis

**Thesis Committee** (3 minimum):

- 1) Chair:
- Other members:
- 2)
- 3)
- 4)

Thesis topic (if known at this time):

Coursework (prefix and number as it appears in catalog or on official transcript). Please do not list courses. Courses with multiple enrollments should be designated with hours. (e.g., GBC 700 (6 hrs))

Major (Thesis) 24-hr min. plus 6 hrs thesis	Major (Thesis) 36-hr min.	Transfers Course # Institution (Year taken)	GSBS Equiv. Course No.*

\*In order for transfer courses to be entered on the TTUHS transcript, courses must be given the GSBS equivalent number. Please provide official transcript for all transfer courses. No more than 6 hours of a 30 hour program, or 9 hours of a 36 hour program may be transfer hours.

Typed name of Graduate Advisor or Committee Chair      Signature of Graduate Advisor or Committee Chair

GSBS Associate Dean       Date       Approved     Conditional Approval     Not Approved

Remarks or Conditions of Approval:

Approval of this form by the GSBS Associate Dean merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School of Biomedical Sciences, using the form available in the Graduate School of Biomedical Sciences. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.

# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### SUMMARY OF MAJOR STEPS TOWARD THE MASTER'S DEGREE

Procedures:		Deadlines:
1.	Apply to Graduate School of Biomedical Sciences (GSBS); approved by an Associate Dean, GSBS, TTUHSC	3 months before enrollment
2.	Plan course of study with Program Graduate Advisor	Prior to registration
3.	Establish thesis Advisory Committee initiated through Graduate Advisor	Prior to filing "Master's Degree Plan and Application for Admission to Candidacy"
4.	File "Program for the Master's Degree" initiated by Chair of your Advisory Committee; send to GSBS Office	After 9 hours enrollment; deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs/documents/form/msdegreeform.pdf">http://www.ttuhschool.edu/gsbs/documents/form/msdegreeform.pdf</a>
5.	File Changes to the Degree Plan (if necessary) initiated through Advisory Committee Chair and approved by GSBS Office	As needed: <a href="http://www.ttuhschool.edu/gsbs/documents/form/schanges_to_degree_plan.pdf">http://www.ttuhschool.edu/gsbs/documents/form/schanges_to_degree_plan.pdf</a>
6.	File "Statement of Intention to Graduate" with GSBS Office, 2B106	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs/documents/form/s/intentgraduate.pdf">http://www.ttuhschool.edu/gsbs/documents/form/s/intentgraduate.pdf</a>
7.	Committee completes Thesis Defense Signature Forms after defense of thesis; signed form sent to GSBS office	Semester of graduation; signature form should be sent to GSBS as soon as defense is Completed <a href="http://www.ttuhschool.edu/gsbs/documents/form/s/ms_thesis_signature_forms.pdf">http://www.ttuhschool.edu/gsbs/documents/form/s/ms_thesis_signature_forms.pdf</a>
8.	Pay graduation/diploma fee in 2C400 HSC, Office of the Registrar; bring copy of receipt to GSBS Office (2B106)	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs">www.ttuhschool.edu/gsbs</a>
9.	Send signed Thesis Signature Form to GSBS Office	Deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs">www.ttuhschool.edu/gsbs</a> <a href="http://www.ttuhschool.edu/gsbs/documents/form/s/ms_thesis_signature_forms.pdf">http://www.ttuhschool.edu/gsbs/documents/form/s/ms_thesis_signature_forms.pdf</a>
10.	Submit electronic copy of thesis to the Graduate School TTU for proofing. After making any needed corrections, post to the ETD website.	Deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs">www.ttuhschool.edu/gsbs</a>
11.	Order 2 required bound copies of thesis for GSBS office.	Semester of graduation, deadlines posted on the website: <a href="http://www.ttuhschool.edu/gsbs">www.ttuhschool.edu/gsbs</a>

**NOTE: Policies, procedures, forms and deadlines can be found on the GSBS website at:**  
[www.ttuhschool.edu/gsbs](http://www.ttuhschool.edu/gsbs)

NOTE: Students must be registered continuously in Master's Thesis once registration in that course is begun. Students must be registered in the semester of graduation: fall for December graduation, spring for May graduation, and the summer semesters if graduating in August. If holding a Research Assistantship, student must register for 9 hours in long semesters and 6 hours in the summer semester. If a student uses fee waivers in the last semester, that student must be employed 4 ½ months during that semester or the fee waivers will be invalid. Students defending early and leaving before the semester ends, should not use fee waivers during that semester. There is no reduction of hours allowed for Master's students during their last semester.

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# *GSBS Doctoral Forms*

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# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## INSTRUCTIONS FOR DOCTORAL DEFENSE

### Process for Oral Defense

More than one vote for disapproval shall constitute failure of the defense.

- Student downloads [Dissertation Oral Defense Signature Form and Dissertation Signature Form](#)
- Student's department completes blanks on [Dissertation Oral Defense Signature Form and Dissertation Signature Form.](#)

### Oral Defense Signature Form:

- After oral defense, the Ph.D. Advisory Committee signs the form to record their vote.
- The Advisory Committee Chair sends the completed form to the GSBS Office, 2B106 HSC.
- The GSBS faxes a copy to the Graduate School TTU.
- The original form will be kept in the student's file at GSBS and a copy at TTU Graduate School.

### Dissertation Signature Form

- Upon completion of the written dissertation, the form is signed by the Advisory Committee to record their vote.
- The Advisory Committee Chair brings the signed form to the GSBS Associate Dean, 2B106.
- The student submits dissertation to dissertation coordinator at TTU Graduate School.

Any questions concerning these instructions should be directed to the Graduate School of Biomedical Sciences, TTUHSC.

# ADMISSION TO CANDIDACY REQUEST

(MUST BE COMPLETED ON-LINE AT

[http://www.ttuhsu.edu/gsb/docs/forms/admission\\_to\\_candidacy\\_request.pdf](http://www.ttuhsu.edu/gsb/docs/forms/admission_to_candidacy_request.pdf))

Print Form

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

### ADMISSION TO CANDIDACY REQUEST

To be admitted to candidacy, a doctoral student must have (1) an approved degree plan on file with the GSBS office, (2) a dissertation proposal or outline approved by the student's advisory committee, and (3) passed the qualifying examination. The doctoral student must be admitted to candidacy at least four months prior to the proposed graduation date. After completing the above stated criteria, the student's committee chair should submit this form to the GSBS office.

Candidate Name: \_\_\_\_\_

Program: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Has the Degree Plan been approved by the GSBS office: \_\_\_\_\_

The student named above has passed the qualifying examination administered by the advisory committee on \_\_\_\_\_.

The student has met all requirements for admission to doctoral candidacy and has done so at least four months prior to the anticipated graduation date. We recommend the above named student be admitted to doctoral candidacy.

Committee Chair (signature) \_\_\_\_\_ Date: \_\_\_\_\_

(Typed)  
Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

#### APPROVALS:

\_\_\_\_\_  
GSBS Graduate Council Representative Date

\_\_\_\_\_  
GSBS Associate Dean Date

## **DISSERTATION TO DO LIST BEFORE FINAL DISSERTATION DEFENSE**

- Notify committee of proposed graduation date.
- Check with graduate advisor for particular departmental requirements.
- Verify with Pam Johnson, 2B 106 HSC Graduate School of Biomedical Sciences that your program and degree requirements have been met for graduation.
- File changes to your Degree Program, if needed.
- Consult GSBS class schedule for last day to defend.
- Submit the “Intent to Graduate” form to Pam Johnson, GSBS Stop 6202 or 2B106.
- Check with your departmental graduate advisor for departmental requirements regarding posting notices of your defense. In some departments, the student will need to provide notices to all faculty members of the defense.
- Schedule room for defense.
- Email Pam Johnson ([pamela.johnson@ttuhsc.edu](mailto:pamela.johnson@ttuhsc.edu)) to request your title page 2 weeks prior to your defense.
- Pay graduation fee and binding fee.
- Order regalia.
- Send Defense Notification, Defense Abstract and possible names of Dean’s Reps to Thesis/Dissertation Supervisor at TTU. The Thesis/Dissertation Supervisor will schedule for a Dean’s Representative to attend your defense.
- All committee members should have a dissertation copy at least 2 weeks prior to the defense.
- Send completed signature forms (Dissertation Oral Defense Signature Form and Dissertation Signature Form). Signatures may be in blue or black ink.
- After corrections have been made, submit electronic copy of dissertation to ETD website.

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### **ADDITIONAL INFORMATION:**

- If you do not meet the current semester's deadlines, you will need to file a NEW intention to graduate, request a new title page, and enroll for the new semester.
- The defense should be an open meeting, held during weekday business hours when classes are in session and not during break periods.
- Students must be employed 4 ½ months during that semester to qualify for fee waivers. Students defending early and leaving before the semester ends, should not use fee waivers during their final semester.
- The TTU Graduate School will process theses/dissertations per our agreement. All dissertation guidelines, instructions, etc. will be under the jurisdiction of Becky Davidson, TTU Graduate School.



# DOCTORAL EXAM/DEFENSE NOTIFICATION FORM

(MUST BE COMPLETED ON-LINE AT

<http://www.depts.ttu.edu/gradschool/docs/current/DocNotification.pdf>)

**Print Form**



TEXAS TECH UNIVERSITY  
Graduate School™

**Dissertation Supervisor:**  
Becky Davidson  
tel: (806) 742-2781 x. 225  
fax: (806) 742-1746  
becky.davidson@ttu.edu

## Doctoral Exam/Defense Notification Form

- This form must be completed and filed **at least 3 weeks before** your examination.
  - The original, signed notification form should be mailed to: Becky Davidson - Graduate School  
Texas Tech University  
P.O. Box 41030  
Lubbock, TX 79409-1030
- or emailed to [becky.davidson@ttu.edu](mailto:becky.davidson@ttu.edu)

Please include the following when you submit this document:  
1.) your defense abstract

**Semester of Graduation:**  Fall  Spring  Summer Year \_\_\_\_\_

**Student Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
Daytime phone number \_\_\_\_\_ Home Address \_\_\_\_\_

**Degree Information:**

Previous Degree(s) \_\_\_\_\_ Degree Sought:  Ed  PhD Major: \_\_\_\_\_  
Day and Date of Examination Time: \_\_\_\_\_ Building and Room No: \_\_\_\_\_

**Dissertation Title:**

\_\_\_\_\_

**Committee:**

Chair \_\_\_\_\_ (include Department name, Mailstop, Phone number and Email)

Committee member: \_\_\_\_\_ Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_ Committee member: \_\_\_\_\_

Committee member: \_\_\_\_\_ Committee member: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following section will be completed by the Graduate School once the Representative is appointed.**

**Graduate Dean's Representative:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **MS:** \_\_\_\_\_

**DISSERTATION ORAL DEFENSE Signature Form**

*(MUST BE COMPLETED ON-LINE AT*

[http://www.ttuhsu.edu/gsb/docs/forms/dissertation\\_signature\\_forms.pdf](http://www.ttuhsu.edu/gsb/docs/forms/dissertation_signature_forms.pdf))

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

**DISSERTATION ORAL DEFENSE Signature Form**

Ph.D. Candidate: \_\_\_\_\_

Ph.D. Advisory Committee Chair: \_\_\_\_\_

Ph.D. Advisory Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Final Public Oral Examination for Ph.D. Degree: \_\_\_\_\_

Committee Signature: \_\_\_\_\_

Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

Chair of Committee: \_\_\_\_\_ Chair of Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Graduate Dean's Representative: \_\_\_\_\_

(Certifying attendance and completion of required report to the Associate Dean for Research and the Graduate School)

\*More than one vote for disapproval shall constitute failure of this examination.

**Forward this form to GSBS, 2B106, Stop 6206.**

*Complete Online*

**DISSERTATION Signature Form**

*(MUST BE COMPLETED ON-LINE AT*

[http://www.ttuhsu.edu/gsb/docs/forms/dissertation\\_signature\\_forms.pdf](http://www.ttuhsu.edu/gsb/docs/forms/dissertation_signature_forms.pdf))

**GRADUATE SCHOOL OF BIOMEDICAL SCIENCES**

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

**DISSERTATION Signature Form**

Ph.D. Dissertation Submitted by: \_\_\_\_\_

Ph.D. Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

Date Submitted:

Committee Signatures:

Approval: \_\_\_\_\_

is approval: \_\_\_\_\_

\_\_\_\_\_  
of Committee

\_\_\_\_\_  
of Committee

*Complete Online*

\*Approval of the dissertation requirement for the Ph.D. degree requires a majority vote.

**Forward this form to the Graduate School of Biomedical Sciences.**

# DOCTORAL DEGREE PLAN

(MUST BE COMPLETED ON-LINE AT [http://www.ttuhsu.edu/gsb/docs/forms/phd\\_degree\\_plan.pdf](http://www.ttuhsu.edu/gsb/docs/forms/phd_degree_plan.pdf))

Print Form

## Graduate School of Biomedical Sciences TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### DOCTORAL DEGREE PLAN

This form must be submitted to the Graduate School of Biomedical Sciences for approval no later than the **beginning of the second year of doctoral work.**

Date:		Official Use Only: GRE		Catalog		Deadline	
-------	--	------------------------	--	---------	--	----------	--

Full legal name: \_\_\_\_\_ Student's ID#: \_\_\_\_\_

Current mailing address (include zip code): \_\_\_\_\_

Previous Degree(s)	Institution(s)	Year(s) Awarded

DOCTORAL DEGREE in \_\_\_\_\_ Program: \_\_\_\_\_ Expected Year of Graduation: Fall  Spring  Summer

Doctoral Advisory Committee Chair: \_\_\_\_\_ Dissertation topic (if known at this time): \_\_\_\_\_

Other members (if known at this time): \_\_\_\_\_

Indicate proposed enrollment pattern for residence year:

Fall	Spring	1st Sum	2nd Sum
Hrs.: <input type="text"/>	Hrs.: <input type="text"/>	Hrs.: <input type="text"/>	Hrs.: <input type="text"/>

Coursework reference number (if appears in catalog or on official transcript). Please do not list course title. Courses with multiple enrollments should be designated with hours in parenthesis, i.e., GBCH7000 (12).

Major	Transfer Course No.*	GSBS Equiv. Course No.*
60-hr min.	Institution and Year taken	

\*In order for transfer courses to be entered on the TTUHSC transcript, courses must be given the GSBS equivalent number. Please provide official transcript for all transfer courses. No more than 30 hours of an earned master's degree from another institution may be transferred.

_____ Typed name of Graduate Advisor or Committee Chair	_____ Signature of Graduate Advisor or Committee Chair
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GSBS Associate Dean \_\_\_\_\_ Date \_\_\_\_\_ Approved  Conditional Approval  Not Approved

Remarks or Conditions of Approval: \_\_\_\_\_

Approval of this form by the GSBS Associate Dean merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School of Biomedical Sciences, using the form available in the Graduate School of Biomedical Sciences. Conditions for approval for admission to candidacy must be met before the proposed semester of graduation.

# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### SUMMARY OF MAJOR STEPS TOWARD THE DOCTORAL DEGREE

1.	Apply to Graduate School of Biomedical Sciences (GSBS); approved by an Associate Dean, GSBS, TTUHSC	6 months before enrollment
2.	Plan course of study with Program Graduate Advisor	Prior to registration
3.	Establish doctoral Advisory Committee initiated through Graduate Advisor	Prior to filing "Program for the Doctoral Degree"
4.	File "Program for the Doctoral Degree" initiated by Chair of your advisory committee; send to GSBS Office	Submit by beginning of second year of doctoral work
5.	Take Qualifying Examination initiated by Chair of advisory committee; submit "Admission to Doctoral Candidacy" form to GSBS Office	By fourth year of enrollment must be admitted to candidacy for the Ph.D. Must be admitted to candidacy at least 4 months prior to graduation
6.	File changes in degree program (if necessary) initiated through Advisory committee chair and approved by GSBS Office	As needed
7.	File "Statement of Intention to Graduate" with GSBS Office, (2B106)	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
8.	Pay graduation/diploma fee in 2C400 HSC, Officer of the Registrar; bring copy of receipt to GSBS Office (2B106)	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
9.	Schedule oral defense of dissertation; initiated through Graduate Advisor	After dissertation is approved by Advisory Committee
10.	Request title page for dissertation from Pam Johnson in GSBS office	Prior to defense; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
11.	Stand for oral defense before Advisory Committee and Dean's representative	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
12.	Send signed "Dissertation Oral Defense Signature Form" to GSBS Office	Semester of graduation; signature form should be sent to GSBS as soon as defense is completed
13.	Submit electronic copy of the dissertation to the TTU Graduate School for proofing. After making any needed corrections, post electronic copy to ETD website	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
14.	Send signed Dissertation Signature form to GSBS Office	Immediately after defense
15.	Dissertation signature page should be brought to the GSBS Office	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>
16.	Order 2 required bound copies of thesis for GSBS office.	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhscc.edu/gsbs">www.ttuhscc.edu/gsbs</a>

NOTE: Policies, procedures, forms and deadlines can be found on the GSBS website at: [www.ttuhscc.edu/gsbs](http://www.ttuhscc.edu/gsbs). Students must be registered continuously in Doctoral Dissertation once registration in that course is begun. Students must be registered in the semester of graduation: Fall for December graduation, Spring for May graduation, and the Summer semester if graduating in August. If holding a Research Assistantship, student must register for 9 hours in long semesters and 6 hours in the summer semester. If a student uses fee waivers in the last semester, that student must be employed 4 ½ months during that semester or the fee waivers will be invalid. Students defending early and leaving before the semester ends, should not use fee waivers during that semester. Only Ph.D. students with 120 hours will be allowed a reduction of hours during the last year of the program.