



**GRADUATE SCHOOL  
OF BIOMEDICAL  
SCIENCES**

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**Texas Tech University  
Health Sciences Center**

**Catalog &  
Student Handbook**

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

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TABLE OF CONTENTS

	Page No.
<b>ADMINISTRATION</b> .....	4
<b>PREFACE</b> .....	4
<b>ACCREDITATION</b> .....	4
<b>MISSION STATEMENT</b> .....	5
<b>ADMINISTRATIVE STRUCTURE</b> .....	5
<b>GRADUATE PROGRAMS</b> .....	6
<b>TTUHSC GSBS CATALOG</b> .....	7
<b>ADMISSIONS</b> .....	7
<b>ENROLLMENT</b> .....	8
FIRST YEAR CURRICULUM.....	8
FULL-TIME STUDY. ....	9
LEAVE OF ABSENCE. ....	9
CONTINUOUS ENROLLMENT.....	9
REGISTRATION OF THESIS OR DISSERTATION HOURS.....	10
REGISTRATION IN SEMESTER OF GRADUATION.....	10
MAXIMUM ALLOWABLE DOCTORAL HOURS .....	10
MAXIMUM ALLOWABLE GRADUATE HOURS .....	10
CHANGES IN SCHEDULE AND WITHDRAWAL.....	11
ENROLLMENT BY FACULTY AND STAFF. ....	11
ENROLLMENT BY UNDERGRADUATES .....	11
ENROLLMENT WITHOUT CREDIT (AUDITING).....	11
<b>GENERAL INFORMATION</b> .....	12
RESPONSIBILITY OF STUDENTS .....	12
EXTRACURRICULAR ACTIVITIES.....	12
PREREQUISITES FOR A GRADUATE MAJOR.....	12
TRANSFER CREDIT .....	12
GRADES.....	13
SYMBOLS CR, I, W, AND WF.....	13
CONTINUATION IN THE GRADUATE SCHOOL OF BIOMEDICAL SCIENCES.....	14
ACADEMIC PROBATION, SUSPENSION AND DISMISSAL.....	14
PROFICIENCY IN ENGLISH .....	14
STATEMENT OF INTENTION TO GRADUATE. ....	14
<b>DEGREE PROGRAMS</b> .....	14
<b>THE MASTER'S DEGREE</b> .....	14
<b>THE DOCTORAL DEGREE</b> .....	18
<b>THE GSBS OATH</b> .....	23
<b>THE GSBS SYMBOL</b> .....	23
<b>BYLAWS</b> .....	24

<b>GSBS POLICIES &amp; PROCEDURES.....</b>	<b>30</b>
<i>POLICY/PROCEDURE 1.0 129 HOUR RULE .....</i>	<i>30</i>
<i>POLICY/PROCEDURE 2.0 ACADEMIC PROBATION.....</i>	<i>31</i>
<i>POLICY/PROCEDURE 3.0 ADMISSION TO DOCTORAL CANDIDACY .....</i>	<i>32</i>
<i>ADMISSION TO CANDIDACY REQUEST .....</i>	<i>33</i>
<i>POLICY/PROCEDURE: 4.0 APPEALS POLICY FOR STUDENTS .....</i>	<i>34</i>
<i>POLICY/PROCEDURE: 5.0 GRADE APPEALS POLICY &amp; PROCEDURE .....</i>	<i>36</i>
<i>POLICY/PROCEDURE 6.0 COURSE EVALUATION &amp; REVIEW .....</i>	<i>41</i>
<i>POLICY/PROCEDURE 7.0 COURSE FILE MAINTENANCE.....</i>	<i>42</i>
<i>POLICY/PROCEDURE 8.0 DEAN'S SCHOLARS PROGRAM .....</i>	<i>43</i>
<i>POLICY/PROCEDURE 9.0 GRADUATE STUDENT DISMISSAL POLICY .....</i>	<i>44</i>
<i>POLICY/PROCEDURE 10.0 DISSERTATIONS &amp; THESES.....</i>	<i>45</i>
<i>POLICY/PROCEDURE: 11.0 NEW ACADEMIC PROGRAMS, COURSE APPROVAL FOR NEW PROGRAMS, PROGRAM TERMINATION AND CHANGES IN DELIVERY FORMAT .....</i>	<i>46</i>
<i>POLICY/PROCEDURE 12.0 PROGRAM REVIEW PROCESS .....</i>	<i>49</i>
<i>POLICY/PROCEDURE 13.0 PROGRAM REVIEWS .....</i>	<i>50</i>
<i>POLICY/PROCEDURE 14.0 RECRUITMENT &amp; RETENTION .....</i>	<i>58</i>
<i>POLICY/PROCEDURE 15.0 RESEARCH ASSISTANTSHIPS.....</i>	<i>59</i>
<i>POLICY/PROCEDURE 16.0 STUDENT INSURANCE.....</i>	<i>60</i>
<i>POLICY/PROCEDURE 17.0 OUTSTANDING GSBS STUDENT OF THE YEAR AWARD .....</i>	<i>61</i>
<i>POLICY/PROCEDURE 18.0 VACATION &amp; LEAVE POLICY.....</i>	<i>62</i>
<b>GSBS FORMS.....</b>	<b>63</b>
<i>PERMISSION TO AUDIT COURSE WITHOUT CREDIT .....</i>	<i>64</i>
<i>APPLICATION FOR CHANGE IN PROGRAM .....</i>	<i>65</i>
<i>REPORTING CHANGES ON GRADUATE DEGREE PROGRAMS .....</i>	<i>66</i>
<i>COURSE APPROVAL FORM.....</i>	<i>67</i>
<i>APPROVAL FOR GRADUATE CREDIT.....</i>	<i>68</i>
<i>GRADUATE FACULTY NOMINATION OR CHANGE IN STATUS FORM.....</i>	<i>69</i>
<i>INSTRUCTIONS FOR MASTER'S THESIS DEFENSE.....</i>	<i>70</i>
<i>ORAL DEFENSE SIGNATURE FORM .....</i>	<i>71</i>
<i>THESIS SIGNATURE FORM .....</i>	<i>72</i>
<i>INSTRUCTIONS FOR DOCTORAL DEFENSE.....</i>	<i>73</i>
<i>ORAL DEFENSE .....</i>	<i>74</i>
<i>DISSERTATION SIGNATURE FORM.....</i>	<i>75</i>
<i>STATEMENT OF 64 -1707.....I 0492 0 TD.00c0 Tw0019 Tw(.....</i>	<i>.....</i>



## ***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 Dean of the Graduate School of Biomedical Sciences, Douglas Stocco, Ph.D. The day-to-day management of the GSBS is under the auspices of Barbara C. Pence, Ph.D., Associate Dean 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. 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***

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

Cell Physiology & Molecular Biophysics

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

# TTUHSC GSBS CATALOG

## *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:

- a. 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.
- b. 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.
- c. 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 be apprbt-course nt enJci(ent, currecation inf)3(u)1(st s)JTJ.8(itted cscritps )JTJd r-18.865 -32D5 TD.00

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 may not 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).
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 nondegree 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. The details of registration are under the jurisdiction of the Registrar's office, which furnishes each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found in this section of the catalog. 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).

**First Year Curriculum.** The Graduate School of Biomedical Sciences implemented a new 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. In the fall semester, students will complete Biochemistry, Molecular Biology and Microbiology. The spring courses consist of Cell Biology, Human Physiology, Pharmacology and Cell & Molecular Immunology. In addition to the 21 semester credit hours in the core curriculum, students are also required to complete a one-hour course in Ethics (GSBS 5101 - Responsible Conduct in Research).

Additional information about the TTUHSC Graduate School of Biomedical Sciences curriculum can be found on the GSBS website (



**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 in a summer time is from 3 to 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 3 hours in each 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 (3 hours in each 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 I – 2; summer II – 1). Two summer terms 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 a six-week 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.** Any exceptions to this rule must have the prior approval of the GSBS Associate Dean.

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 shall not be required to register for more than 9 credit hours during any long semester or 6 credit hours during a summer term and may not register for more than 13 and 6 hours, respectively, without the prior permission of the Dean of the GSBS.

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 four consecutive semesters (including the 2 summer semesters) 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 Associate Dean 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.

**Continuous Enrollment.** Students who have begun thesis or dissertation research must register for 6000 (thesis) or 8000 (dissertation) courses in each regular semester and at least once each summer 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 6000 or 8000 with departmental approval until their final semester, at which time they must





## *General Information*

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The Graduate School of Biomedical Sciences, like other colleges and schools of Texas Tech, 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.

**Responsibility of Students.** Each graduate student is expected to become thoroughly familiar with both departmental and the Graduate School of Biomedical Sciences regulations and with the requirements for degrees. 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, graduate students should promptly notify the GSBS of changes of address.

**Extracurricular Activities.**

**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 raise the grade average on courses completed at TTUHSC.

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

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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.

**Continuation in the Graduate School of Biomedical Sciences.** 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 suspend any graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of the university.

**Academic Probation, Suspension and Dismissal.** 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.) 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, will result in academic dismissal from TTUHSC and suspension from further enrollment in graduate courses at Texas Tech University. 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.

**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.

**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.

## *Degree Programs*

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### *The Master's Degree*

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**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.

- (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 ma





## *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 Associate Dean.

Work completed in the doctoral program of another recognized graduate school will be considered on the recommendation of the department 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.

**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.** 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 at a place and under circumstances specifically established by the university in advance of the offering of the course. Regardless of the amount of graduate work that may have been completed elsewhere, every candidate for the doctorate is required to complete at least one year of graduate study beyond the master's degree (or beyond the first 30 hours if the student proceeds directly to the doctorate from a bachelor's degree). The aim of this



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 to the GSBS Associate Dean, for consideration by the Graduate Council, the request for [Admission to Doctoral Candidacy](#) form. 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 Associate Dean 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 Doctoral Candidacy](#) form from the advisory committee, the Associate Dean will submit it to the Graduate Council for approval.

By written communication, the Associate Dean 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 Associate Dean 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 the GSBS Associate Dean may consider necessary.

A manual entitled *Instructions for Preparing and Submitting Theses and Dissertations* is available at



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.











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 Associate Dean 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 Associate Dean prior to awarding the

**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 Associate Dean shall chair the meeting. In the absence of both the Dean and Associate Dean, 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



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# ***GSBS Policies & Procedures***

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## **129 Hour Rule**

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*POLICY/PROCEDURE 1.0 129 Hour Rule*

I.



# Admission to Doctoral Candidacy

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## *POLICY/PROCEDURE 3.0 Admission to Doctoral Candidacy*

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.



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

**ADMISSION TO CANDIDACY REQUEST**

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhsu.edu/gsb/docs/forms/AdmissiontoCandidacypolicy.pdf>)

**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. A 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: \_\_\_\_\_

Date the Degree Plan was 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: \_\_\_\_\_

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**APPROVALS:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Appeals (Academics)

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### *POLICY/PROCEDURE: 4.0 Appeals Policy for Students*

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



## V. CONFIDENTIALITY

- a. 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.
- b. 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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### *POLICY/PROCEDURE: 5.0 Grade Appeals Policy & Procedure*

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

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> day of the semester.

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.

# Intent to Formally Appeal a Grade

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhsu.edu/gsb/docs/forms/GRADEAPPEALS.pdf>)

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 “Grade Appeal Policy” on the GSBS website for policy on student appeals before completing this section). Attach additional sheets as necessary.

Suggested 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



# Course Evaluation and Review

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## *POLICY/PROCEDURE 6.0 Course Evaluation & Review*

**Purpose:** 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 course evaluation 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 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.

# Course File Maintenance

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## *POLICY/PROCEDURE 7.0 Course File Maintenance*

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:

Two months after the first day of class, submit the faculty roster and copies of all course materials (required assignments, lecture

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# Dean's Scholars Program

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## *POLICY/PROCEDURE 8.0 Dean's Scholars Program*

**A Total of four \$25,000 stipends  
will be designated for Dean's Scholars.**

### **REQUIREMENTS:**

- Ph.D. applicant (MD/PhD students excluded)
- U.S. Citizen / Permanent Resident
- Not available to previously enrolled PhD GSBS students
- 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 Dean 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
- 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 Dean. 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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## *POLICY/PROCEDURE 9.0 Graduate Student Dismissal Policy*

The following conditions or circumstances may provide sufficient cause for dismissal of a student

### 3. Other Situations

A regularly admitted graduate student who has not been registered for four consecutive semesters (including the 2 summer semesters) 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 Associate Dean. If warranted, the GSBS Associate Dean 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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### *POLICY/PROCEDURE 10.0 Dissertations & Theses*

**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 Associate Dean *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 Associate Dean may consider necessary.

## Thesis

- 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) Genuine need for the educational program;
  - (5) Long-term prognosis for success; and
  - (6) Allocation of resources within the state as concerns possible competition or duplication of effort.
- 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/EVPAA. Proposals approved at the Graduate Council level are forwarded to the Office of the EVPAA for review and approval.
- f. If approved by the EVPAA, 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 EVPAA 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 EVPAA 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, GSBS Dean / EVPAA, 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, GSBS Dean, and the EVPAA. 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 Office of the EVPAA of any program termination.





# Program Reviews

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## *POLICY/PROCEDURE 13.0 Program Reviews*

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

Cell & Molecular Biology	2006
Biochemistry & Molecular Genetics	2006
Physiology	2007
Pharmacology & Neuroscience	2008
Medical Microbiology	2009
Biotechnology	2009
Pharmaceutical Sciences	2010

## Graduate Program Review Process Guidelines

**July 1 Notification of Graduate Program Review:** The GSBS Associate Dean and the Director of Graduate Programs 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



**May 1 Issuance of Response Statement (Action Plan):** The GSBS Associate Dean 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 and the Executive Vice President of Academic Affairs.

## **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

- 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

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.
- 6.2 Briefly describe the program's vision/strategic plan for the immediate future: Review

## **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





# 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

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### Name

### Faculty Activity Report

### Last Five Years through Current APR Year

(e.g., 2001 to 2006)

#### 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 specific 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)



# Research Assistantships

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## *POLICY/PROCEDURE 15.0 Research Assistantships*

**Employment.** Statute: Section 54.063 A teaching 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 54.051 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 relates 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 3 hours in each 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 a 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.

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.

Non-Resident State Tuition Exemption Form: Exempts a student from the payment of non-resident tuition over and above the state resident rate.

Medical Services Waiver Form: Waives the student from payment of the Medical Services Fee.

# Student Insurance

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## *POLICY/PROCEDURE 16.0 Student Insurance*

1. **ELIGIBILITY:** The Family Practice Center of the Department of Family 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 provided by the Family Practice Center or in the [Student Affairs Handbook](#).
3. **CLINIC LOCATIONS:**

**Texas Tech Physicians of Lubbock**  
Family & Community Medicine  
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: Thomason Hospital

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

# Outstanding GSBS Student

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## *POLICY/PROCEDURE 17.0 Outstanding GSBS Student of the Year Award*

### **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

### **Monetary Award:**

The GSBS office will provide a plaque (or medal) and recommend a cash award for the student who is selected to receive this award. The amount of the cash award will be decided by the GSBS office. Since the inaugural year (2003), the award has been \$500.

### **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.

# Vacation

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## *POLICY/PROCEDURE 18.0 Vacation & Leave Policy*

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.

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# ***GSBS Forms***

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

*PERMISSION TO AUDIT COURSE WITHOUT CREDIT*

*(MUST BE COMPLETED ON-LINE AT*

*<http://www.ttuhscc.edu/gsbbs/documents/forms/auditwithoutcredit.pdf>)*

Requesting to Audit:

Name: \_\_\_\_\_, SS# \_\_\_\_\_

Course: \_\_\_\_\_ Semester \_\_\_\_\_

This letter properly stamped at the Bursar's Office, after payment of the \$10.00 auditing fee, is the student's permit to visit the course as an auditor without credit for the course. This student has the privilege of hearing or observing only and may hand in papers, take part in class discussion or laboratory work only with your explicit permission.

\_\_\_\_\_  
Course Instructor (Print or Type Name)

\_\_\_\_\_  
Course Instructor's Signature

\_\_\_\_\_  
Departmental Chairman (Print or Type Name)

\_\_\_\_\_  
Departmental Chairman's Signature

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

Approved:

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

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



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

*Application for Change in Program*  
**(MUST BE COMPLETED ON-**





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

*Approval for Graduate Credit*  
**(MUST BE COMPLETED ON-LINE AT**

**TTUHSC Graduate School of Biomedical Sciences**

# 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 GSBS website at [www.ttuhscc.edu/gpbs](http://www.ttuhscc.edu/gpbs).

Student's department completes blanks on **Thesis Defense Signature Form and Thesis Approval / Disapproval 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 Associate Dean for Research and the Graduate School, Graduate School of Biomedical Sciences, 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 Associate Dean for Research and the Graduate School GSBS.

# GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Oral Defense Signature Form

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhsu.edu/gsb/docs/forms/mssignature.pdf>)

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

### Committee Signatures:

Approval:

\* Disapproval:

\_\_\_\_\_  
Chair of committee

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

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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

**Forward this form to the GSBS Associate Dean, 2B106.**

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

**Thesis Signature Form**

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhscc.edu/gsbs/documents/forms/mssignature.pdf>)

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

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

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

Date Submitted: . . . . .  
\_\_\_\_\_

Committee Signatures:

\*Approval:

Disapproval:

\_\_\_\_\_  
Chair of committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
Chair of Committee  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\*Approval of the thesis requirement for the M.S. degree requires a majority vote.

**Forward this form to the GSBS Associate Dean, 2B106.**



# 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 **Oral Defense Signature Form and Dissertation Signature Form** from the GSBS website at <http://www.ttuhscc.edu/gpbs/documents/forms/phdsignature.pdf>

Student's department completes blanks on **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 Associate Dean, Graduate School of Biomedical Sciences, 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.

#### **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.



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

**DISSERTATION Signature Form**

*(MUST BE COMPLETED ON-LINE AT*

<http://www.ttuhsu.edu/gsb/docs/forms/phdsignature.pdf>)

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

Ph.D. Dissertation Title:

.....

Date Submitted: \_\_\_\_\_ .....

Committee Signatures:

\*Approval:

Disapproval:

\_\_\_\_\_  
Chair of committee

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

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

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

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

*STATEMENT OF INTENTION TO GRADUATE*

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

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#: \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Semester of Graduation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Degree Sought:  MS  PhD  MD/PhD      Program: \_\_\_\_\_

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

Local Mailing Address: \_\_\_\_\_

( )TjT\*.0007 TTc0 Tw( )Tj-45.TION he Sp(-----)

Permanent Mailing Address: \_\_\_\_\_

Diploma Mailing Address: \_\_

Previous Degrees Awarded & Year: \_\_\_\_\_

(ex. BA, Texas Tech University, 1998)

Will you be attending:

GSBS Commencement ceremony in the Spring?  Yes OR  No  
TTUHSCT\*3.3645 Tc\*eremony in the Spring?



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

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

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: \_\_\_\_\_

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

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

Previous Degree(s)	Institution(s)	Year Awarded
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MASTER'S DEGREE in  
Program:

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):

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# 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 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 "Program for the Master's Degree"
4.	File "Program for the Master's Degree" initiated by Chair of your Advisory Committee; send to GSBS Associate Dean	After 9 hours enrollment; deadlines posted on the website: <a href="http://www.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>
5.	File changes in degree program (if necessary) initiated through Advisory Committee Chair and approved by Associate Dean, GSBS	As needed
6.	File "Statement of Intention to Graduate" with GSBS Office, 2B106	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>
7.	Committee completes Thesis Defense signature form after defense of thesis; signed form sent to Associate Dean, GSBS	Semester of graduation; signature form should be sent to GSBS as soon as defense is completed
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.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>
9.	Send signed Thesis approval/disapproval form to GSBS Associate Dean	Deadlines posted on the website: <a href="http://www.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</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.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>
11.	Pay binding fee in Bursar's Office, 2C188 HSC; bring copy of receipt to GSBS Office 2B106	Semester of graduation, deadlines posted on the website: <a href="http://www.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>
12.	Submit required paper copies (2) to the Graduate School TTU for binding.	Semester of graduation; deadlines posted on the website: <a href="http://www.ttuhsc.edu/gsbs">www.ttuhsc.edu/gsbs</a>

**NOTE: Policies, procedures, forms and deadlines can be found on the GSBS website at: [www.ttuhsc.edu/gsbs](http://www.ttuhsc.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 1<sup>st</sup> and 2<sup>nd</sup> summer semesters if graduating in August. If holding a Research Assistantship, student must register for 9 hours in long semesters and 3 hours in each 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.

