

## **Academic Policies and Procedures**

Academic policies can be changed at any time by the University of North Texas Health Science Center School of Public Health (UNTHSC-SPH). Students should review the Student Policy Handbook for additional policies and procedures concerning their roles as students.

### **Enrollment of Continuing Students**

A continuing student is defined as a student who enrolls in one of three consecutive semesters. Example: student enrolls Summer 2011, no enrollment Fall 2011 or Spring 2012, re-enrolls Summer 2012. Continuing students do not need to reapply to the UNTHSC-SPH to take classes if they meet all of the following conditions:

1. The student has not received a degree from the UNTHSC since last enrollment;
2. The student does not have any current holds on his or her record (i.e., immunizations or academic);  
and
3. The student has not attended any other academic institution during his/her absence from the UNTHSC.

Students who do not meet these requirements must give a written explanation of the facts surrounding the situation to the UNTHSC-SPH Office of Student and Academic Services (UNTHSC-SPH-OSAS) for consideration. Students who are unsure if they meet all of the above conditions for re-enrollment should contact the UNTHSC-SPH-OSAS at <mailto:sph@unthsc.edu> or 817-735-2401 before the registration period.

### **Re-Admission of Former Students**

Students who previously have been admitted to the UNTHSC-SPH but have not enrolled during the last three consecutive semesters (i.e., Fall, Spring, Summer) must follow these re-admission procedures:

1. Submit an updated admissions application (contact the UNTHSC-SPH-OSAS to have application emailed).
2. Submit transcripts from all colleges attended (if any) since leaving the Health Science Center showing eligibility to re-enroll at each institution.
3. Former students who have not enrolled elsewhere since leaving the UNTHSC-SPH and are in good academic standing are required only to submit an admissions application and the application fee.

4. All completed applications are reviewed by the department chair for which the student is re-applying. Admissions decisions will be communicated to the student by the UNTHSC-SPH-OSAS.

## **Non-Degree Admission of Students**

Admission to the UNTHSC-SPH as a non-degree seeking student may be granted subject to the following provisions:

1. The applicant must meet all of the general admission requirements described in the non-degree section and must meet all application deadlines.
2. The student in this status is required to receive credit in all courses taken and must maintain a minimum cumulative GPA of 3.0 or better.
3. A student who is admitted to non-degree status has no assurance that work completed under this status will be applicable toward degree requirements if he or she is subsequently admitted to a degree program at the UNTHSC. Completion of departmental graduate courses by non-degree students does not obligate the UNTHSC-SPH to grant admission to a degree program at a later date, unless all general and specific requirements for admission to that program have been met. Use of Transfer Credit policies are listed in the SPH Academic Policies and Procedures section of the catalog.
4. A maximum of 12 SCH are allowed while in this status.
5. Non-degree seeking students are not eligible for financial aid.

## **Use of Transfer Credit**

A student who holds a bachelor's degree may apply up to 12 SCH of appropriate graduate work completed elsewhere toward the completion of a graduate degree at the UNTHSC-SPH if the coursework has not been used toward the completion of another degree. A maximum of 12 SCH of graduate work beyond a master's degree may be accepted and credited toward a doctoral degree if the coursework has not been used toward the completion of a master's or doctoral degree. All transfer credits are subject to the approval of the department chair. Requests for waiving a core course with transfer credit must be approved by the appropriate department chair and instructor associated with the course. The request must be accompanied with documentation showing that the previous coursework is comparable to the requirements of the core course. Only those courses with a grade of B or higher from an accredited institution will be transferred. These courses must have been completed within seven years of the date of first acceptance for any degree program. Any course work from a prior degree may not be transferred toward the MPH, MHA, DrPH or PhD degree. It is the student's responsibility to make sure official transcripts of courses completed elsewhere are furnished to the UNTHSC-SPH-OSAS.

## **Change of Department/Concentration Area**

Students who wish to change departments or their area of concentration must submit a new application, statement of professional goals and resume to the UNTHSC-SPH-OSAS. There is a \$25 processing fee. The student's new application and academic file will be forwarded to the chair/faculty of the new department/concentration for review and an admissions decision will be sent to the UNTHSC-SPH-OSAS.

The UNTHSC-SPH-OSAS will then notify the student of the admissions decision. If the student is admitted to the new concentration, the outgoing department will be notified by the UNTHSC-SPH-OSAS.

## **Academic Integrity**