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Welcome

Welcome to the Master of Science in Technical Communication (MSTC) at the University of Houston-Downtown. The MSTC is an outgrowth of our well-established undergraduate program in Professional Writing. The MSTC faculty and staff are excited about the graduate program and are delighted that you are entering our program as a graduate student. We designed this program to provide you with writing, design, and management skills based on rhetorical principles. Our goal is to offer you opportunities to improve your publication and production skills, study project management and the ethical and global implications of professional communication, participate in research, conduct audience analyses and usability tests, and create web sites and on-line help.

This program provides valuable growth opportunities for a range of candidates:
• Professional writers seeking promotion to managerial positions or interested in teaching technical writing in high schools or community colleges
• Science and technology, public relations, or corporate training professionals with the goal of expanding employment options
• Undergraduates interested in an applied master’s level degree, either to increase their employability or to pursue a doctoral degree in technical communication

The MSTC program is designed so that once you graduate from UH-Downtown you will be able to demonstrate professional-level skills or knowledge in the following areas:

• **Document production:** writing, editing, and delivering documents in the various print and electronic genres of professional communication.
• **Rhetorical analysis:** identifying, assessing, and articulating the theoretical principles that underlie rhetorical choices in professional writing. Students will demonstrate these skills in the analysis, design, and production of professional communication documents.
• **Ethical and global awareness:** analyzing the ethical and global implications of professional communication.
• **Research methodologies:** conducting research in technical and professional communication, including audience analysis and usability testing.
• **Technological aptitude:** Using current technology to produce effective documents.

You are invited to read our booklet, view our website, and visit our campus. Please contact the **Graduate Coordinator, Godwin Agboka, Ph.D.,** ([agbokag@uhd.edu](mailto:agbokag@uhd.edu)) if you have any questions about our program. Also, visit the University’s website ([www.uhd.edu](http://www.uhd.edu)) to learn about the University, student life at the University, Student Affairs, and Student Services. If you are applying to a graduate program at UHD, we encourage you to obtain a copy of the **University of Houston-Downtown Student Handbook** to review the Graduate Policies, Procedures, and Services: [https://www.uhd.edu/student-resources/handbook/Pages/default.aspx](https://www.uhd.edu/student-resources/handbook/Pages/default.aspx).
MSTC Degree Requirements

The Master of Science in Technical Communication requires a minimum of thirty-three semester hours with a choice from four final experiences.

6 hours Required Core Courses  
9 hours Skills Courses  
12 hours Elective Courses  
6 hours Final Experience  
Grad Portfolio

Final Experience
You will choose either a Thesis, Capstone Project, Final Exam, or Seminar Paper option.

- **Thesis option:** After having completed at least 15 semester credit hours in the MSTC program, candidates opting for the thesis must complete 3 hours of thesis, 3 hours of directed research practicum, and oral defense of the thesis.

- **Capstone project option:** After having completed at least 15 semester credit hours in the MSTC program, candidates opting for the capstone project must complete 3 hours of capstone project, either 3 hours of directed research practicum or an internship, and oral defense of the capstone project.

- **Final Exam option:** After having completed at least 18 semester credit hours in the MSTC program, candidates opting for the final exam must complete an additional 3 hours of an elective from the list of courses enumerated under “Electives” in the degree curriculum, 3 hours of directed research practicum, and 3 hours of final comprehensive examination.

- **Seminar Paper option:** After having completed at least 18 semester credit hours in the MSTC program, candidates opting for the seminar paper must complete 3 hours of graduate seminar paper and 6 semester credit hours of additional electives that require seminar papers from the list of courses enumerated under “Electives” in the degree curriculum.

Graduate Portfolio
All students must successfully complete a graduate portfolio.
MSTC Curriculum

The MSTC degree requires a minimum of 33 hours, including a final experience. All students must complete a graduation portfolio.

Core Courses (Both required = 6 Hours)
- TCOM 5304: Foundation of Professional & Technical Communication
- ENG 5317: Rhetorical Theory & Criticism

Skills Requirement: Theory Course (One of the following required = 3 hours)
- TCOM 5330: Visual Design Theory
- TCOM 6310: Intercultural & World Communication
- TCOM 6312: Ethical & Legal Dimensions of Communication
- TCOM 6322: Instructional Design
- TCOM 6328: Hypermedia Theory & Design

Skills Requirement: Application Course ((One of the following required = 3 hours)
- TCOM 5325: Advanced Medical Writing
- TCOM 5330: Visual Design Theory
- TCOM 5340: Project Management
- TCOM 6303: Public Relations & Media Management
- TCOM 6310: Intercultural & World Communication
- TCOM 6312: Ethical & Legal Dimensions of Communication
- TCOM 6318: Stylistics & Editing
- TCOM 6322: Instructional Design
- TCOM 6324: Writing in the Professions using Plain Language
- TCOM 6328: Hypermedia Theory & Design
- TCOM 6331: Grant Writing for Nonprofit Management
- TCOM 6380: Field Experience in Professional Writing & Technical Communication

Skills Requirement: Research Course ((One of the following required = 3 hours)
- TCOM 5325: Advanced Medical Writing
- TCOM 6310: Intercultural & World Communication
- TCOM 6330: Usability Research
- TCOM 6350: Research Methods in Technical Communication

Elective Courses (12 Hours)
Courses taken for theory, application or research requirements cannot count for dual credit as an elective. The Special Topics course may be taken twice for elective credit, provided the topics and learning outcomes differ.

- TCOM 5325  Advanced Medical Writing
- TCOM 5330 Visual Design Theory
- TCOM 5340 Project Management
- TCOM 6303 Public Relations & Media
- TCOM 6310 Intercultural & World Communication
- TCOM 6312 Ethical & Legal Dimensions of Communication
- TCOM 6318 Stylistics & Editing
- TCOM 6322 Instructional Design
- TCOM 6323 Communication & Technology
- TCOM 6324 Writing in the Professions using Plain Language
- TCOM 6328 Hypermedia Theory & Design
- TCOM 6330 Usability Research
- TCOM 6331 Grant Writing for Nonprofit Management
- TCOM 6350 Research Methods in Technical Communication
- TCOM 6360 Special Topics in Technical & Professional Communication

NOTE: Six hours of additional electives from outside the UHD program may be counted towards the degree at the discretion of the Graduate Coordinator. Possible options include:

**Final Experience Options (One of the following = 6 Hours)**

1. Thesis: TCOM 6390 Directed Research + TCOM 6391 Thesis (must complete at least 15 hours in the program)

2. Capstone: TCOM 6390 Directed Research or 6380 Internship + TCOM 6392 Capstone Project (must complete at least 15 hours in the program)

3. Exam: TCOM 6390 Directed Research + three (3) hours of an additional elective (must complete at least 18 hours in the program)

4. Seminar Papers: TCOM 6095 + six (6) hours of additional electives where you complete two (2) seminar papers (must complete at least 18 hours in the program.

Course descriptions on following pages.
MSTC Course Descriptions

A. Core Courses

**TCOM 5304  Foundation of Professional & Technical Communication**

*Prerequisite: Graduate standing or departmental approval*

Orients students to faculty research and the issues, goals, and methodologies of professional and technical communication. The course examines: definitions and histories of the field; relevant theories, practices, and genres; data gathering and research; technology-related issues; ethical and intercultural implications; and professionalization.

**ENG 5317  Rhetorical Theory & Criticism**

Introduces major rhetorical theories, practice, and criticism. The course provides practice in applying critical theory to contemporary texts.

B. Skills & Elective Courses

**TCOM 5325  Advanced Medical Writing**

*Prerequisite: graduate standing or departmental approval*

Explores the theory and practice of documenting and reporting both narrative findings and statistical results, for medicine and life sciences in a variety of formats—including proposals, publishable articles, and patient information materials. Students will present a seminar with an accompanying literature review and complete individual and group projects.

**TCOM 5330  Visual Design**

*Prerequisite: Graduate standing or departmental approval*

Practicum in applying theory to original designs and to analyzing and revising designs. Examines the theory and practices for effective design in print and electronic media.

**TCOM 5340  Project Management**

*Prerequisite: Graduate standing or departmental approval*

Introduces the techniques for systematic planning and supervision of complex writing projects and the production of print and electronic documentation. Students will become proficient in three major areas: collaborating with Subject Matter Experts to develop and clarify content; coordinating writing and production elements for publication; and expert testing for usability.

**TCOM 6303  Public Relations & Media Management**

Explores the trends and issues affecting corporations: crisis management, public affairs, communication, consumer affairs, employee relations, environmental problems, and issues of multinationals. The course may include the analysis of various examples of publicity materials—news conferences, feature placements, special events, media tours, and case studies—as well as readings on propaganda and on the history and theories of public relations.

**TCOM 6310  Intercultural & World Communication**

Examines issues surrounding communication for/with multiple audiences with diverse linguistic and cultural patterns. The class will also consider implications of controlled language systems.
**TCOM 6312  Ethical and Legal Dimensions of Communication**

Helps students identify and address the ethical challenges that occur in private, social, and professional contexts. The course will focus on real-world ethical dilemmas with diverse approaches to decision-making using ethical reasoning and applied ethics. Legal considerations will include first amendment issues such as freedom of speech and press, copyright, libel, privacy, access, administrative law of advertising and broadcasting, and other legal problems in professional writing situations.

**TCOM 6318  Stylistics & Editing**

Trains students in the examination and assessment of the rhetorical effects of style and editing choices and in the application of appropriate choices to a variety of documents, audiences, and settings. Covers information-processing theory and practice, with students being responsible for articulating clearly and concisely the reasons for their style and editing choices, including graphics.

**TCOM 6322  Instructional Design**

Surveys and applies the theory, research, creation, development, and delivery of courses in corporate and academic environments. Students will design and present curriculum for business, industry, or classroom use.

**TCOM 6323  Communications and Technology**

Acquaints students with various computer software programs and their application to specific disciplines such as criminal justice, medical & science writing, and technical communication. Projects will include print documents as well as slide presentations incorporating analyzed research data. Students will expand their knowledge of rhetorical principles and of techniques for reporting statistical analyses and conveying them to specialized audiences.

**TCOM 6324  Writing in the Professions**

Examines researching, writing, and editing journal and newsletter articles in one or several technical fields or disciplines, including science, medicine, pharmaceuticals, engineering, environmental science, and law. Students will develop one article project from initial research to submission. May be repeated once for credit with permission of department.

**TCOM 6328  Hypermedia Theory & Design**

Reviews print-based methods of content organization and reader orientation. These traditional methods are contrasted with typical solutions in on-line and multi-media communications to the problems of content navigation, readability, and usability. Includes study of navigation maps or graphs, information architecture, traditional and hyper-linked indexes, table of contents and on-line context lists, and the use of document description or meta-information to facilitate effective information retrieval.

**TCOM 6330  Usability Research**

Reviews print-based methods of content organization and reader orientation. These traditional methods are contrasted with typical solutions in on-line and multi-media communications to the problems of content navigation, readability, and usability. Includes study of navigation maps or graphs, information architecture, traditional and hyper-linked indexes, table of contents and on-line context lists, and the use of document description or meta-information to facilitate effective information retrieval.


**TCOM 6331  Grant Writing for Nonprofit Management**
Reviews print-based methods of content organization and reader orientation. These traditional methods are contrasted with typical solutions in on-line and multi-media communications to the problems of content navigation, readability, and usability. Includes study of navigation maps or graphs, information architecture, traditional and hyper-linked indexes, table of contents and on-line context lists, and the use of document description or meta-information to facilitate effective information retrieval.

**TCOM 6350  Research Methods in Technical Communication**
Reviews print-based methods of content organization and reader orientation. These traditional methods are contrasted with typical solutions in on-line and multi-media communications to the problems of content navigation, readability, and usability. Includes study of navigation maps or graphs, information architecture, traditional and hyper-linked indexes, table of contents and on-line context lists, and the use of document description or meta-information to facilitate effective information retrieval.

**TCOM 6360  Special Topics in Technical and Professional Communication**
Selected topics in writing for industry, linguistics, pedagogy, and rhetorical or discourse theory. When course content varies, course may be repeated by permission of department.

**TCOM 6380  Field Experience in Professional Writing and Technical Communication**
Prerequisite: 15 hours applied to MSTC degree
Provides industry experience for students. Writing or design projects developed in the course may be tested and used for the capstone project or portfolio.

**C. Final Experience Courses**

**TCOM 6380  Field Experience in Professional Writing and Technical Communication**
Prerequisite: 15 hours applied to MSTC degree
Provides industry experience for students. Writing or design projects developed in the course may be tested and used for the capstone project or portfolio.

**TCOM 6390  Directed Research**
Prerequisite: 15 hours applied to MSTC degree
Supports and guides student research for thesis, capstone project, or final comprehensive exam. Students enroll in this course during the semester they intend to research, develop, and propose a thesis or capstone project or study for the final exam.

**TCOM 6391  Thesis**
Prerequisite: ENG 6390 and 15 hours applied to MSTC degree
Provides direction and support for students during the semester in which they intend to complete their thesis and graduate. No credit is awarded until the thesis is approved by the thesis committee and the student has passed an oral exam on the thesis and graduation portfolio.

**TCOM 6392  Capstone Project**
Prerequisite: ENG 6390/6380 and 15 hours applied to MSTC degree
Provides an alternative to the thesis. Students may complete a capstone project in which they
propose and design a long document for a real-world audience. The project typically includes a form of usability testing and rewriting. No credit is awarded until the capstone project is approved by the thesis committee and the student has passed an oral exam on the project and graduation portfolio.
Thesis & Capstone Project

Thesis
Students choose a thesis topic after completing at least 15 hours in the program. The thesis may take a variety of forms, including traditional expository prose, or more experimental projects that utilize professional writing and technical communication applications. The thesis requires a substantial amount of research and writing. You will choose a thesis topic and perform a critical investigation of the topic. The thesis should demonstrate your ability to carry out independent research and contribute to the base of academic knowledge in your field.

The total length of the thesis may vary depending on the concentration. The final length should result from consultation with the thesis committee, as the committee will ultimately approve or reject the project.

Capstone Project
The capstone project provides an alternative to the thesis. The capstone project is an in-depth project that demonstrates your expertise in developing a deliverable for a real-world audience or client. The capstone project may be the result of work completed for an internship or an independent study.

The Graduate Advisory Committee (GAC) must approve your thesis topic or capstone project. After the GAC has approved your thesis or project, you will work under the direction and advice of two faculty members to write, revise, and produce original research or to produce the project. In your final semester, a third reader will be assigned to your committee to participate in reviewing and approving your work.
MSTC Faculty

Graduate Coordinator
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Note: Some faculty Suites may be relocated from time to time; students can also check with the English Department Secretaries to locate faculty, Ruby Brown or Bridgett Johnson, Suite 1045-South, 713-221-8013.
MSTC Admissions Procedure

Admission
Admission is competitive and selective. You must demonstrate that you possess the abilities, interests, and qualities necessary to successfully complete the program and the potential to contribute to the fields of professional writing or technical communication.

If you are seeking admission to the MSTC program you will need to provide the following application materials for review by the Graduate Advisory Committee. All materials should be submitted to the UHD Graduate Admissions Office: https://www.uhd.edu/admissions/graduate/Pages/graduate-domestic.aspx.

- Official transcript showing a baccalaureate degree from an accredited university
- Official transcripts showing GPA from all colleges or universities previously attended
  
  Note: As admission to the degree program is competitive, candidates with a cumulative GPA of 3.0 or higher will be preferred.
- Graduate Record Exam (GRE) score if cumulative undergrad GPA is below 3.0 (those holding a post-baccalaureate degree from an accredited institution are also exempt from the GRE requirement)
- Apply Texas form and 1000-word essay (the prompt is available in the online application found on the Graduate Admissions website)
- Resume
- Two letters of recommendation and recommendation forms from individuals acquainted with the applicant’s work and academic potential (form available on the website)
- Test of English as a Foreign Language scores if graduate of a university in which English is not the native language (minimum score of 550 with section scores of 50 or higher).

Admission Process
The Graduate Advisory Committee will

- Review your application after your file contains all of the items listed above.
- Evaluate applications using a matrix based on GPA, GRE score, relevant course work or experience, recommendations, and other written materials in the applicant’s file.
- Use the results of this evaluation to determine if you are admitted.
- Notify you, in writing, of the committee’s decision.
MSTC Application Process

Application Fee
A non-refundable application fee of $35.00 must be submitted with the application.
- Applicants mailing in the application should include a check or money order.
- Applicants submitting the application in person should pay the fee at the Cashier’s Office before going to Admissions.
- The application, documents, and fee will be valid for one year.

Official Transcripts
Have official transcripts sent to the Office of Admissions from all colleges or universities previously attended. A transcript is official when it is indicated as such by the issuing institution and sent directly from that institution to the University of Houston-Downtown.

If you have attended a college or university outside the United States, your transcripts must be evaluated by an evaluation service recognized by UHD.

Test Scores
If your cumulative undergraduate GPA is below 3.0 or you do not have a post-baccalaureate degree from an accredited institution of higher education, you are required to take the Graduate Record Examination (GRE) General as part of your application to the Master’s Program in Professional Writing & Technical Communication. You should have your official scores sent to the Office of Admissions. Scores are valid only for tests taken within the last five years. To have GRE scores reported to UHD, the graduate institution code R6922 (found in the GRE booklet) should be used. You may register for the GRE on-line at www.gre.org.

Personal Statement and Resume
You must submit a personal statement and a current resume to the Office of Admissions with your application. The personal statement should address the following prompt:
Write at least 1000 words answering the following questions in detail. Support your views with reasons and examples drawn from such areas as your reading, experience, observations, or academic studies. Be sure to develop your ideas fully and organize them coherently: Why you want to study professional writing and technical communication? What topics or issues in our field might you want to study further and why? What qualifies you to embark upon this field of study? What experience you have in this field? How do you plan to use your degree?

Letters of Reference and Recommendation Forms
You should secure written references from two individuals who know you well and can comment objectively on your qualifications. Provide each evaluator with the recommendation form and a self-addressed envelope. You should ask the evaluator to enclose the completed recommendation form and a signed typed letter of recommendation in the envelope, seal and sign the envelope across the seal, and return it to you. You must submit both recommendations, unopened, to the Office of Admissions with your application. Recommendation forms are available in the Office of Admissions or online at https://www.uhd.edu/academics/humanities/graduate-programs/master-science-technical-communication/Documents/MSTC_RecommendationForm.pdf
**Residency Information**
If you were born outside the United States, you will need to present, in person, your immigration documentation, passport or citizenship certificate in order to determine residency for tuition purposes. If you were born outside of Texas, you may need to provide information regarding your employment in the state in order to qualify for in-state tuition.

**International Students**
NON-U.S. resident students holding a visa should complete the Application for International Admission. International students should contact the International Students Office at 713-221-8048 for additional information. The website is [https://www.uhd.edu/admissions/international/Pages/default.aspx](https://www.uhd.edu/admissions/international/Pages/default.aspx).
Advising and Registration

Advising

As a MSTC student you will not be required, but are encouraged, to meet with the Graduate Coordinator before registering for classes or before beginning the first semester of course work. The Graduate Coordinator will be available to help discuss your academic goals and complete a degree plan.

It is suggested that you meet with the Graduate Coordinator or a Graduate Advisor at least once an academic year to review your degree progress.

Registration

Upon acceptance into the MSTC program you will be able to register for classes in person or online. However, prior to each semester, you will need to inform the Graduate Coordinator of which courses you would like to enroll in. The Coordinator will enter the necessary approvals for you to register for those courses.

To register online, go to https://global.dt.uh.edu/eservices/ and select “Class Schedule & e-Syllabi” to review classes or “My Registration & Schedule” to register. (Be sure to select “Graduate Only” under “Course Level”.) To register online or by telephone you will need a User ID (your 9-digit Student ID) and a password.
Post-Baccalaureate Students

If you want to take courses on the graduate level without pursuing a graduate degree at UHD, you will need to apply as a post-baccalaureate student on the undergraduate level.

UHD considers you a post-baccalaureate student if:
- You are seeking a master’s degree at another university and come to UHD to take courses that will transfer to that institution.
- You want to take courses and do not want to pursue a graduate degree at UHD and are not pursuing a degree at another institution.

Required admission materials:
- Application form: use undergraduate application which includes post-baccalaureate admission option
- Application fee: same as for undergraduate post-baccalaureate admission
- Official transcript: from the institution where your bachelor’s degree or equivalent was awarded.

International admissions:
- If you are an international student, you will need to meet international admission requirements.

Advising and registration:
- As a post-baccalaureate student, you are advised by University College.
- You may self-advice; however, you will not be able to self-register for graduate courses in the MSTC program because you will need the approval of the Graduate Coordinator.
- Post-baccalaureate students may have limited graduate course availability since degree-seeking graduate students will have registration priority in MSTC courses.

Taking graduate and undergraduate courses:
- You may take up to nine graduate semester hours without being admitted to the MSTC program or any other UHD graduate program.
- You may take undergraduate courses with your graduate courses. Undergraduate courses are not subject to the nine semester-hour graduate maximum.
- As a post-baccalaureate student taking graduate courses, you will
  - Have the same privileges as post-baccalaureate students taking undergraduate courses.
  - Perform the same work and be evaluated according to the same standards as graduate students enrolled in that course.

Transferring post-baccalaureate course credit to the MSTC:
- You may petition to transfer post-baccalaureate courses for graduate credit.
- The Graduate Coordinator, considering each petition individually, will determine if courses taken by a post-baccalaureate student may be transferred to the MSPWTC.
- To be considered for transfer credit, your petition must demonstrate that the course was:
  - In professional writing or a closely-related field,
• Completed with a grade of ‘B’ or better (official transcript, if transferred from another university),
• Not previously counted toward an undergraduate or graduate degree,
• Completed no later than six years from your date of graduation.
• If the courses are from another graduate program, you may need to provide course descriptions, syllabi, or readings lists.

Admission to a graduate program:
• Admission to UHD as a post-baccalaureate student does not guarantee acceptance into a graduate program.
• If you decide to pursue a master’s degree at UHD, you must apply to the graduate program and meet all the admission requirements.
• If you are denied admission to the MSTC, you will be allowed to apply as a post-baccalaureate and will be allowed to reapply later.
• You may not apply simultaneously for both graduate and post-baccalaureate status.
• If you have taken graduate classes as a post-baccalaureate student at UHD, up to 6 of those hours (grade of ‘B’ or better) may be counted toward your graduate degree if you are accepted into the program.
MSTC Academic Policies/Standards

Enrollment
Full time enrollment for the MSTC program for the fall and spring semesters is 9 hours. Part time enrollment for the MSTC program for the fall and spring semesters is 3-6 hours. The MSTC program will take 2 years to complete for full time students. It will take 6 years for part time students to complete the program. Because most financial aid programs require graduate students to finish their studies in 6 years, we encourage you to take no less than 6 hours a semester. If you drop out for a semester you must reapply for admission back into the program.

If you would like to enroll for 12 hours you must submit a waiver for approval and you must be not working during that period.

Orientation
Once enrolled in the MSTC you must attend an orientation.

Incomplete Grade
An incomplete grade is given only when an unforeseen emergency prevents a student from completing the course work and only with the instructor’s approval. A grade of I will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor but no later than the end of the long semester immediately following the term in which the grade was received. An incomplete grade that is not removed by this deadline becomes an F. Repetition of a course for which an incomplete grade was received does not affect resolution of the original grade. An incomplete grade earned in a student’s graduating semester is computed as an F in determining grade point average.

Grade Point Average (GPA)
Students must maintain a minimum grade point average of 3.0. Grades of C or lower do not count toward graduation, and two course grades of C or lower are cause for dismissal from the program.

Transfer
Students may transfer no more than six semester hours of graduate work; transferred coursework must be B level or above. The student must formally request the transfer from the Graduate Coordinator. Any courses taken for transfer after the student begins the MSTC program must be pre-approved by the Graduate Coordinator.

Academic Honesty
The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic community and is an essential element of the institution’s academic credibility. The Honesty Code states “We will be honest in all our academic activities and will not tolerate dishonesty.” The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code in a fair and consistent manner. The policy is administered jointly by students and faculty. It is each student’s responsibility to read and understand the Academic Honesty Policy. It may be found in the University of Houston-Downtown Student Handbook.
Financial Aid

The Office of Scholarships and Financial Aid
Suite 330-South, 713-221-8041

The Office of Scholarships and Financial Aid (OSFA) assists students with the financial planning and financing for their education. Financial aid consists of grants, scholarships, loans and work study. Most aid, except for scholarships, is based upon individual need and eligibility. Aid is available to students who are enrolled at least part-time, have satisfactory academic progress, and demonstrates financial need.

To be considered for aid you need to complete the Free Application for Federal Student Aid (FAFSA). A paper application can be picked up at the Office of Scholarships and Financial Aid or the application can be filled out online at www.fafsa.ed.gov. The UHD school code is 003612.

You will also need to complete the UHD Financial Aid Application and the Satisfactory Academic Progress Policy (SAAP) and return them to the OSFA. Both the application and the SAPP can be downloaded from the financial aid website at www.uhd.edu/admissions/financial_aid.

Office of Scholarships and Financial Aid, 330-South, 713-221-8041 or visit the website www.uhd.edu/admissions/financial_aid

Emergency Tuition and Book Loans

A limited amount of money is available to make emergency loans to students. You can review eligibility guidelines and download the instructions at www.uhd.edu/cashiers/loans.html.

These loans require an application and funds are disbursed on a first-come, first-served basis.

Estimated Costs

You can find estimates for all tuition and fee costs at www.uhd.edu/cashiers/ tuition_fees.html.
Computer and Library Facilities

Academic Computing Lab
Suite 800-South, 713-221-8540

The Academic Computing Lab provides computer systems and support to all students, faculty, staff, and alumni of UH-Downtown. The primary function of the lab is to provide computing resources and user support for instructional and research activities. The Academic Computing Lab is located in Suite 800-South. There are over 250 computers represented in the lab, as well as laser printers and a color printer. To enter the lab you must be a current UHD student with a valid UHD ID card or show your UHD Alumni card.

All Students using the Academic Computing Lab and TTLC Classrooms have a print quota for each semester. Once that quota is reached the user will be charged an additional amount per page to print.

The Academic Computing Lab hours and other details are available at www.uhd.edu/computing/acl/.

W.I. Dykes Library
5th Floor, 713-221-8186

The W. I. Dykes Library is located on the 4th and 5th floor of the One Main Street building (accessed by elevators on the east end of the building). The library has more than 200,000 print volumes on site and several million articles available online. The library also has many computers to provide access to the library’s online catalog and electronic databases for finding articles or citations. There are also many study areas and rooms available for student use. The library’s website is www.uhd.edu/library.

The UHD Online Catalog lists the books and journals available in the Dykes Library at UHD as well as libraries at UH, UH-Clearlake, and UH-Victoria. The catalog may be accessed 24 hours a day from the library’s website.

A current UHD ID card must be presented when checking out materials. Check the website for intersession and holiday hours.
UHD Student Affairs

The University of Houston-Downtown’s Division of Student Affairs offers a wide variety of services, programs, and activities designed to augment the academic experience of students to facilitate their development as whole persons.

For more information please refer to The UH-Downtown Catalog or Student Handbook. You may also visit the Student Life website at www.uhd.edu/sae/student_life/.
Contact Information

For more information about the MSTC program please refer to the following contact information.

MSTC website link
www.uhd.edu/mstc

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https://www.uhd.edu/admissions/Pages/admissions-index.aspx

International Admissions
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https://www.uhd.edu/admissions/international/Pages/default.aspx

English Department
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