

General Information

Graduate Admissions Information

The university is an open-door institution and to the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas at Brownsville on the basis of race, color, age, national origin, sex, religion, disability, or veteran status. Any complaints should be directed to Office of Student Affairs or the Corporate Compliance Officer of the University.

Admission to the university does not imply admission to all programs of the university. The university does limit graduate admissions to those students who have shown a history of academic competency that suggests the ability to perform graduate work and indicates that graduate study will contribute significantly to the intellectual and professional development of the student.

Students who register for graduate courses inadvertently through administrative error, or who have not received official notification of admission to the graduate program, will be administratively withdrawn from graduate courses and have their tuition refunded.

Admission Procedures

All applicants for graduate programs must complete an official graduate admission application which consists of the following:

1. A completed graduate program application form and a copy of the receipt for payment of the \$15 ~~30~~ application fee.
2. Proof of a baccalaureate degree from a four-year institution which has regional accreditation. Official transcripts of all undergraduate and graduate study must be submitted. Applicants should request that the registrars of colleges previously attended send transcripts directly to the Registrar's Office. Questions of bachelor degree equivalency for students with degrees from foreign institutions will be handled on an individual basis.
3. Official copy of the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) score report. Applicants should request that the Educational Testing Service send score reports directly to the Testing Office. GRE and GMAT scores more than five years old will be accepted only by permission of the Dean of Graduate Studies.
4. Proof of Residency.

A copy of **one** of the following must be included with the application:

- Permanent Texas Driver's License/ID Card
- Lease Agreement
- Texas Voter Registration Card
- Utility Bill
- Texas High School or College Transcript
- Employer's Statement (indicating date of employment)
- Property Tax Statement or Receipt
- Canceled Check/Bank Statement

Note: All resident documents must include the student's name and address and must

be dated at least 12 months prior to registration. This policy, also, applies to former students who have been out of UTB/TSC for more than a year.

5. Transcript of Test of English as a Foreign Language (TOEFL) scores for international students. TOEFL scores more than two years old will not be accepted.

Admission Requirements

University graduate admission status does not automatically ensure admission to a college/school graduate degree program. Each college/school may have additional admission requirements for its graduate students. Once the individual's admission application file is complete and reviewed by the student's major department, the applicant will be notified in writing of his/her admission status.

To apply for Graduate Admission, you will need to show evidence of academic achievement and potential to pursue advanced study and research as evidenced by:

1. Bachelor's Degree: Proof of a baccalaureate degree from a four-year college or university which has regional accreditation. Official transcripts of all undergraduate and graduate study must be submitted.
2. GPA of 3.0. An overall undergraduate grade-point average (GPA) of 3.0 or better and a 3.0 GPA in any graduate work already completed.
3. Official GRE or GMAT Score: Satisfactory scores on the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) for Business majors. Examination score requirements vary by graduate degree program; see the specific admission requirements for the degree program for which you are applying. Scores more than five years old at the time of application will not be considered. If the GRE or GMAT is not taken prior to admission, it must be taken in the first semester of graduate study and you will not be permitted to register for the subsequent semester until satisfactory scores are received.
4. Application Essay: A satisfactory application essay stating your educational objectives and identifying positive indicators for admission (no more than 500 words).
5. Departmental Admission Requirements: There may be specific admission requirements established by the academic department for the masters degree program which need to be fulfilled. These may include letters of recommendation, interviews, personal background information, examination score, grade-point average, and undergraduate coursework in the discipline. Note that admission to the University does not mean that one is admitted to any masters degree program. Approval of the graduate advisors for the degree program is required for admission to a masters degree program.

Admission with Conditions: An applicant who does not meet the grade point average, GRE/GMAT score, and other criteria stipulated for regular admission may be admitted with conditions. Students receiving conditional admission may have one or more conditions specified by the academic department. The graduate advisor may require you to remedy deficiencies in undergraduate preparation by taking specified additional courses. Students must maintain a 3.0 GPA or better while on conditional status and, normally, must satisfy conditions within the first 12 hours of graduate study.

In addition to the criteria stipulated, the University of Texas at Brownsville

takes into consideration for admission counterbalancing factors such as the applicant's demonstrated commitment to his or her chosen field of study, socioeconomic background, multilingual proficiency, geographic region of residence, first generation of family to graduate from an undergraduate program, and involvement and level of responsibility in other matters including extracurricular activities, employment, community service, or family responsibility of raising children.

Non-Degree Admission: Non-degree or transient status may be granted to applicants who want to take a maximum of 12 semester credit hours of graduate courses. A non-degree student who later decides to become a candidate for a degree must meet all graduate admissions criteria. Only relevant courses with grades of 'B' or better will be considered for application to the program of study for any graduate degree.

Readmission of Former Students

Former graduate students of UTB/TSC are required to reapply for graduate admission if they were not enrolled during the previous academic year.

Former students must submit transcripts from all colleges attended since their last enrollment at this institution. Students who have earned less than a 3.0 average (3.0=B on a 4.0 scale) over all work completed since attending UTB/TSC or who left their last institution on probation may be readmitted on probation.

International Students

Students from other countries are valued members of our university community. They bring knowledge and experience from other cultures which greatly enrich graduate studies at UTB/TSC. In many cases, moving to another country to attend graduate school is very expensive and requires great personal and family commitment. It is important that international students enter graduate studies at UTB/TSC with a clear understanding of their obligations and responsibilities and of the university's commitment to them.

In addition to the admissions procedures outlined above, International Students applying for admission to the graduate program must comply with the following:

1. Foreign transcripts may be officially translated when necessary. Information on these services is available at the Office of Graduate Studies, 1 Champion Hall. International students from Mexico who have applied for the Título will be allowed to enroll for a 12-month period until the document is completely processed. Proof that the paperwork has been submitted for the Título must be provided to the Office of Graduate Studies.
2. All international applicants must submit an official score for the Test of English as a Foreign Language (TOEFL) to be eligible for admission. The test score will not be accepted if it is more than two years old, less than 550 on the written version of the exam, or less than 213 on the computerized version. A waiver of the TOEFL requirement may be granted at the discretion of the Dean of Graduate Studies if the applicant is from a country in which English is the primary language, or is a U.S. Citizen or permanent resident, or holds an undergraduate, masters, or doctoral degree from a U.S. college or university. All International students for whom English is not the mother tongue must take the Test of English as a Foreign Language

(TOEFL).

3. Students (except those from Mexico) who enter the country under the provisions of an I-20 must qualify for unconditional admission status to the University. Individuals who are required to obtain the legal status of international student must request the form I-20 A-B from the Admissions Office (only after being admitted unconditionally). To obtain the I-20 form, you must submit the following:
 - a. a tentative Program of Study from the academic department
 - b. an affidavit of financial support
 - c. proof of economic solvency (i.e. bank statement or bank letter)
4. Obtain F-1 visa at the nearest U.S. Embassy or Consulate with an I-20 form and valid passport.
5. Present immigration documents to the Admissions Office, Tandy Hall #115, prior to registration.

Health Insurance for International Students All international students holding nonimmigrant visas will be automatically charged for comprehensive health insurance every semester at the time of registration. The cost of the insurance is in the amount of the premium approved for the U.T. System Student Health Insurance Plan. This charge may not be paid in installments. Mexican nationals are exempt from this requirement excluding those on J-1 visas.

A waiver from this fee may be obtained by providing proof of an acceptable alternate insurance to the Student Health Services Director. Proof of insurance with coverage of at least \$100,000 in medical benefits must include an identification card with insurer's name, policy coverage, and effective and expiration dates. It must be in English. If the required medical evacuation and repatriation coverage are not included, these may be purchased separately at the Business Office, Tandy Hall #109 for \$35 (annual fee). For information contact the International Student Counselor, Tandy Hall #205.

U.S. residents who wish to purchase health insurance may contact Student Health Services at Cortez Hall.

Residency Classifications

Under state statutes, and under rules and regulations of the Texas Higher Education Coordinating Board, prospective graduate students are classified as residents of Texas, nonresidents, or foreign students.

Resident students are defined as students under 18 whose families have lived in Texas for 12 months prior to registration, or students 18 or over who have lived in Texas for 12 months prior to registration.

- Residents are individuals who are either U.S. citizens, national or permanent resident aliens or aliens who have been permitted by Congress to adopt the United States as their domicile while in the country and who have otherwise met the state requirements for establishing residency for tuition purposes.
- Nonresidents are citizens, national or permanent residents of the U.S. or aliens who have been permitted by Congress to adopt the United States as their domicile while

in the country and who have not met the state's requirements for establishing residency for tuition purposes. While these state requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require a minimum of 12 months residence in Texas prior to enrollment.

- Foreign students are aliens who are not permanent residents of the U.S. or have not been permitted by Congress to adopt the U.S. as their domicile. An individual classified as a nonresident or foreign student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a nonresident or a foreign student. Information on residency, reclassification, tuition exceptions and waivers is available at the Office of Graduate Studies and/or Office of Student Financial Assistance.

Tuition and Fees Information

Financial Responsibility

State universities and community colleges cannot extend financial credit. Students are expected to meet financial obligations within the designated time allowed. Registration fees are payable at the time of registration, and students are not entitled to enter class or laboratory until all their fees have been paid. (Exceptions: see "Payment by Installment" section.)

Prior to registering for a semester, returning students are required to pay or clear any outstanding financial balances with UTB/TSC by contacting the Business Office. These are some examples of outstanding financial balances that will prevent a student from registering for a semester.

- Balance on Installment Plan
- Balance on Emergency Loan
- Balance on Student Account
- Balance on Financial Aid Repayment
- Parking Citation
- Library Fine

All charges are due within 10 days after a bill is rendered, or according to the special payment instructions that may be printed on the bill. Failure to pay any amount owed within the allotted time can result in the withholding of registration privileges, official transcripts, grades, degrees, and other penalties and actions allowed by law.

Students are expected to pay for tuition and fees within the specified payment period.

Students are not entitled to enter classrooms or laboratories until payment for tuition and fees has been made or a payment option selected by the student. All tuition and fees must be paid at the Business Office before the payment deadline date.

Types of payments accepted at the Business Office include:

- Cash, Personal Checks made payable to: The University of Texas at Brownsville or UTB (include ID#), Money Order (include ID#), Credit Card Checks (include ID#)
- VISA Master Card, or Sting Card

For your convenience, a check payment drop box is located next to the Business Office,

Tandy Hall #107. All payments must be received before the deadline and payment must be for the full amount of tuition and fees. The Student identification number should be included on checks. Check payments may be mailed and must be postmarked on or before payment deadline. Mail checks to:

The University of Texas at Brownsville and Texas Southmost College
Business Office
P.O. Box 3640
Brownsville, TX 78520-3640

When a check is returned by the bank for whatever reason, a \$25.00 nonrefundable returned checks service charge is assessed. The student is given ten days from the date of notice to make full payment by cash, money order, or cashier's check. Once the student has had a returned check, UTB/TSC reserves the right not to accept personal checks from the student. Returned checks not paid will be submitted for collections. Students will be liable for any court costs and attorney fees.

For your convenience, VISA and Master Card payment information may be faxed to the Business Office at (956) 882 -7981 and must be received before the payment deadline. It is the student's or cardholder's responsibility to verify that sufficient balance is available in the account to process payment. The following is the information required in order to process payment. Forms are available at the Business Office for this information.

- Student's name, Student's ID#, Type of Credit Card, Credit Card #, Expiration Date; Printed name of credit card holder, and signature of credit card holder.

Payment by Installment: §54.007 of the Texas Education Code provides for payment by installment of tuition and mandatory fees in the Fall and Spring semesters.

Mandatory fees are those fees required of all students enrolled (i.e., Tuition, Student Service Fee, General Use Fee, Instruction Fee and Laboratory Fee).

Eligibility: Students who do not receive any form of financial aid, including scholarships, and are registered for a minimum of six semester credit hours, are eligible to pay by installment.

Options: Eligible students may elect one of two payment options during Fall and Spring registration.

- Full payment of all tuition and mandatory fees in advance of the beginning of the semester (at registration); or
- One-half payment of tuition and mandatory fees at registration and one quarter payment prior to the start of the sixth class week and the final quarter payment prior to the eleventh class week.

Once selected, an option may not be changed. However, advance payments will be accepted. Students dropping below the six mandatory hours must pay the balance in full.

Installment Payment Fee: A nonrefundable incidental charge of \$7.50 per installment will be collected at registration in a lump sum. Payment of the entire unpaid balance will preclude any further incidental charges.

Collection after Registration: §54.007 of the Texas Education Code requires collection of the second and any subsequent installment before the class weeks indicated above.

Late Payment: Late installments will be accepted during the first three class days of the class week indicated above, but a nonrefundable late payment charge of \$5.00 will be assessed in addition to the installment amount.

Reinstatement: Late installments will be accepted after the first three class days of the class week intended above, but a nonreturnable reinstatement charge of \$25.00 will be assessed in addition to the installment amount.

Failure to Pay Installment Tuition: Students who fail to fully pay tuition and fees, including late fees assessed, when the payments are due, are subject to one or more of the following actions at the university's option:

- Bar against readmission at the institution;
- Withholding of grades, degrees and official transcripts; and
- All penalties and actions authorized by law.

Note: Payment by Installment Policy is subject to change without notice or obligation in keeping with the policies and actions of the Board of Regents and in conforming with the laws of the State of Texas.

Tuition and Required Fees

Required Graduate registration fees for residents of Texas for each semester include the following:

Tuition:	\$113.00 per semester credit hour
Student Service Fee:	\$10.00 per semester credit hour up to a maximum of \$150.00 per regular semester
Records Fee:.....	\$5.00 per student per semester
Computer Access/Use Fee:	\$10.00 per semester credit hour
Automated Services Fee:.....	\$30.00 per semester
Student Union Fee	\$41.56 per semester
Advising Fee:.....	\$25.00 per student per semester
Library Fee:.....	\$2.00 per semester credit hour
International Education Fee:.....	\$2.00 per semester
Medical Services Fee:	\$20.00 per semester
Student Recreation Fee:.....	\$79.00 per semester

For example, a Graduate student who is a resident of Texas and who enrolls for nine semester credit hours in a Fall or Spring semester would pay \$1422.56 of required registration tuition and fees. The table does not include required laboratory fees or individual instruction fees which are listed with the individual course descriptions. *Tuition and fees are subject to change without notice or obligation in keeping with the policies and actions of the Board of Regents and in conforming with the Laws of the State of Texas.*

UT Telecampus Courses Distance Education courses offered via the University of Texas Telecampus will be billed to the student in accordance with the course tuition published by the UT Telecampus. Tuition for Telecampus courses is uniform across all University of Texas System components and is typically higher than tuition for on-campus courses at UTB/TSC.

Other Fees and Deposits

Add/Drop Fee \$ 5.00

Auditing Fee..... \$ 50.00

If class auditing is permitted, this nonrefundable fee will be charged per class audited.

Comprehensive Examination Fee..... \$ 50.00

Copy/Print Card Fee..... \$ 10.00

Fee for a copy/print card for \$10 for 250 copies/prints from any computer designated for student use; additional copies/prints at .05 cents

Deficiency Plan Fee-School of Education \$ 40.00

Assessed to students in the School of Education

Distance Learning Fees

Web-based Fee:\$10.00 per semester credit hour

Interactive Video:.....\$25.00 per semester credit hour

UT Telecampus web-based fee:.....up to \$80.00 per semester credit hour

This nonrefundable fee is charged to defray costs associated with distance learning infrastructure (hardware, software, network, and human services) costs of course content maintenance and courseware development.

Emergency Loan Late Payment Fee..... \$ 15.00

This fee is charged each month payment is late to defray collection costs.

Foreign Insurance Fee per semester..... \$ 339.00

(Fee subject to change without notice.)

General Property Deposit..... \$ 10.00

All Upper Division, UTB Undergraduate and Graduate students must make a General Property Deposit to help offset the cost of property loss or damage. Applications for refunds will be processed at the Business Office. Money will remain on account until such time as the student graduates or officially withdraws from UTB/TSC. The General Property Deposit may not be paid in installments. Any deposit which remains unclaimed for four years from the date of last attendance will be forfeited.

Graduate Students Application Fee..... \$ ~~1530.00~~

This fee is assessed to defray costs incurred in processing the Graduate application.

Graduation Fee \$ 25.00

This nonrefundable fee is charged for certificates and degrees to defray costs for processing applications for commencement, music, graduation speaker, postage, diplomas, and other expenses associated with graduation. All students participating in the commencement ceremony are required to purchase the proper graduation regalia from the UTB/TSC Bookstore. Students are not permitted to participate without proper regalia. Students wishing to transfer their application for graduation to another period will be required to pay an additional \$5.00 fee.

Identification Card Replacement Fee..... \$ 10.00 Per Card

Installment Payment Fee \$ 22.50

Available ONLY during Fall and Spring semesters for Undergraduate and Graduate Students

Laboratory Fee (Courses listed below)..... \$20.00
 5170 Laboratory Topics in Biology
 6303 Evolutionary Ecology
 6306 Field Botany

Late Payment Charges \$5.00
 See Payment by Installment for more information

Late Registration Fee \$30.00
 Overdue items.....Fees vary according to time the item is overdue.
 Lost items Fees vary according to original or replacement costs of item plus a \$25.00 service fee.
 Damaged items Fees vary according to the extent of the damaged and cost of repair or replacement.

Reinstatement Charge \$25.00
 See Payment by Installment for more information

Returned Check Charge \$25.00
 This nonrefundable charge will be assessed to students for each returned check. UTB/TSC may refuse to accept checks from students who have previously had a check returned for insufficient funds or other reasons. NSF checks not paid will be submitted for collection. Student will be liable for any court cost and attorney fees.

School of Education-Foreign Field Experience..... \$550.00
 Fee for students that take EDEC 6310.65 and BILC 6322.65

Student Liability Insurance Fee per Academic year \$18.13
 (Fee subject to change without notice)

Testing Fees (are subject to change without notice)

GRE..... \$115.00

GMAT \$200.00

TOEFL \$115.00

Thesis Binding Fee.....\$48.00 per copy

Three copies of a Master’s Thesis must be bound and presented to UTB/TSC. The exact cost depends on the length of the thesis.

Transcript Fee (official) \$ 5.00

Vehicle Registration and Operation Permit \$20.00 (Fall or Spring)
 and \$10.00 (per Summer Term)

Students, whether full-time or part-time, who will operate a motor vehicle in the campus area must register the vehicle with the Campus Police Office. This fee is nonrefundable after the first class day. A permit to be placed on the vehicle indicating the permit number will be provided. Fees will be assessed as follows:

Parking Classifications:

Faculty, Staff, Students (annual fee)..... \$60.00

Disabled..... No charge*

Afternoon Students 1:00-4:30 \$6.00

Replacement Permits:

Replacement Fee \$1.00

Enforcement Fees:

General Parking Violations \$10.00

No Permit \$25.00

Fire lane, Disabled, Grass Area, etc. \$35.00

Immobilizer Charge \$10.00

Late Payment Charge (60 days) \$25.00

No parking permit fees are charged for permanently disabled people or disabled veterans as defined by Articles 6675a-5e and 6675a-5e.1 of Vernon's Texas Civil Statutes.

Refund Policy

Withdrawal from the University

Students who are enrolled and who officially withdraw or are dis-enrolled shall have their tuition and specified mandatory fees refunded according to the following schedule:

Long Semester

Prior to the first class day of the semester 100%

During the (first) five class days of the semester 80%

During the (second) five class days of the semester 70%

During the (third) five class days of the semester 50%

During the (fourth) five class days of the semester 25%

After the fourth five class days None

May Session

Prior to the first class day of the semester 100%

During the first, second or third class day of the semester 80%

During the fourth, fifth or sixth class day of the semester 50%

After the sixth class day of the semester None

Summer Session

Prior to the first class day of the semester 100%

During the first, second or third class day of the semester 80%

During the fourth, fifth or sixth class day of the semester 50%

After the sixth class day of the semester None

Dropping a Course/s

Students who reduce their semester credit hour loads by officially dropping a course or courses and remain enrolled at the institution will have tuition and specified mandatory fees refunded according to the following schedule:

Long Semester

During the first 12 class days of the semester 100%

After the 12th class day of the semester None

May Session

During the first 2 days of the semester.....	100%
After the second class day of the semester	None

Summer Session

During the first four class days of the semester	100%
After the fourth class day of the semester	None

Mini-Courses

Students who are enrolled for mini-courses and officially withdraw will have their tuition and specified mandatory fees refunded according to the length of the mini-course. Due to the variety of lengths of mini-courses offered at UTB/TSC, the Business Office must be consulted for the refund schedule.

Student Services and Financial Aid

Academic Advising

Graduate school advising is provided by graduate and/or other Faculty Advisors throughout the various university/college departments. These graduate advisors are available to assist students with graduate Program of Study requirements. See “Degrees and Majors” for a listing of program advisors.

Counseling Center

Tandy Hall #205 • 882-8292

The Counseling Center provides a variety of Counseling services to all students pursuing academic or vocational/technical programs of study. The Center offers both group and individualized programs to help students deal with academic and personal concerns.

Dean of Students’ Office

Student Union 1.20 • 882-5115

The goal of the Dean of Students’ Office is to serve the needs and concerns of students and to be an advocate. Students are encouraged to have the most enriching college experience possible and to accomplish this a number of services and programs are offered. These services and programs include Student Activities, Student Publications, Student Health Services, Career Services and Placement, Conflict Resolution Center, and Student Discipline. Student input is an important element and is strongly encouraged.

Career Services and Placement

Tandy Hall #205 • 882-8866

The Career Services and Placement Office provides students assistance in choosing a major, planning a career, and meeting their college expenses and/or gaining work experience in their chosen fields. Students are assisted with career decision-making and planning, career resource utilization and exploration, as well as evaluation of interests and preferences in occupations. For more information, call 882-8866.

Special Services

Disability Services • Tandy Hall #205 • 882-8292/v or 882-8839/TTY

Students with disabilities may request assistance through Disability Services, and office of the Counseling Center. To request services, students must register with the Counselor/Coordinator of Disability Services. Proof of disability is required. (Documentation requirements vary depending on the disability.) Students bear the responsibility of making their abilities and limitations known to Disability Services. The Counselor, in consultation with the student, will decide on the appropriate accommodations and the student will be provided a form for notifying each professor. Student must request services each semester, as needed.

Disabled parking permits may be obtained at the Campus Police Department. Proof of disability is required.

TDD users who wish to contact the University by phone may call through Relay Texas at 1-800-735-2989. This catalog is available in alternate formats upon request. For information, contact Disability Services.

FINANCIAL AID

Tandy Hall 206

882-8277

Office of Student Financial Assistance

The Student Financial Assistance programs provide financial assistance to eligible students who, without such aid, would be unable to attend college. Financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships.

Students are encouraged and in some cases required, to complete the Free Application for Federal Student Aid (FAFSA) if they wish to be considered for some of the scholarships offered at UTB/TSC. All students are strongly encouraged to complete the federal financial aid application process and to check with the Office of Student Financial Assistance periodically regarding the availability of scholarships.

Students subject to Selective Service registration are required to be registered or prove exemption from selective service registration in order to be eligible to receive federal or state financial assistance.

Students are required to maintain certain scholastic standards in order to continue receiving certain financial aid. See next section for more information.

Application Awards: The Free Application for Federal Student Assistance (FAFSA) is used to consider students for all financial assistance. Eligible students will be offered grants and College Work Study (if CWS funds are available). If an award is not sufficient to cover the student's

educational expenses, a loan will be considered. Students must make arrangements to get loan counseling at the Office of Student Financial Assistance before a loan can be processed. Additional paperwork and specific deadlines apply to the loan process. Contact the Office of Student Financial Assistance for this information.

Distribution of Funds: Typically, financial assistance funds will be applied to the student's account to cover tuition and fees. The balance of the award for that period is disbursed by check and is mailed to the student or deposited to the UTB/TSC Sting Card on or about the first class day. Eligible students who register late will receive the balance of their award after the official record date. College Work Study funds are paid on a bi-weekly basis as they are earned. Loan proceeds for first-time borrowers will arrive 30 days after the first class day and will also be sent to the student by mail.

Competitive Scholarships: Academic scholarships shall be awarded on a competitive basis based on demonstrated academic achievement, or potential, as evidenced by scores on standardized tests, earned grade point average or other relevant academic criteria. Scholarships are awarded to promote academic excellence.

Return of Title IV Student Financial Aid Funds When a Student Withdraws

When federal Title IV grant or loan assistance is disbursed, but the recipient does not complete the enrollment period, the law requires that UTB/TSC calculate the amount that must be returned by the school and/or student to Title IV program accounts.

The date the student initiates the withdrawal or the date the institution determines the student officially or unofficially withdrew (stopped out) is used for calculating the percentage used in the formula for Return of Title IV funds. For a student who withdraws without notifying the institution (unofficially withdraws or drops out), the withdrawal date is:

- the midpoint of the payment period or period of enrollment, as applicable
- at the institution's option, the student's last date of attendance at an academically-related activity; or
- if the institution determines that the student left without notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that the institution determines is related to that circumstance.

The number of days from the 1st class day to the withdrawal date divided by the number of days in the payment period (semester) equals the percentage of Title IV funds earned. If the withdrawal date is after the 60% point of the semester, the student has earned 100% of the Title IV funds.

Note: For additional information on withdrawals, Return of Title IV, and sample calculations, see a Financial Aid Advisor.

Failure to earn a passing grade: If the student fails to earn a passing grade in at least one class

during the semester (), the institution will assume the student withdrew unofficially and will calculate Return of Title IV Funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60% in time for that semester, the student may owe funds to the Title IV financial aid programs and/or the institution. Students have 10 days from the date the institution notifies them to clarify their enrollment status. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges and/or Title IV funds resulting from delayed notification of the last date of instructional activity. Failure to make satisfactory payment arrangements on or before the 45th day may result in the following consequences:

- Notification to the federal government of your overpayment
- Notification to lenders, servicers and guarantors of the last date of attendance on at least a half-time basis
- Cancellation of future scheduled loan proceeds
- Cancellation of future scheduled restricted grant, scholarship or work program funds
- Cancellation of future scheduled Pell Grant awards
- Ineligibility for aid in the future, or until overpayment is settled.

Students should meet with a Financial Aid advisor for a Withdrawal Evaluation **before** making a decision to withdraw or stop attending classes.

Procedures for Return of Title IV Funds

- If the total amount of Title IV grant and/or loan assistance that the student earned is less than the amount disbursed to or on behalf of the student, the difference between these amounts must be returned to the Title IV programs in the following order of priority (not to exceed the amount originally disbursed):
 1. Unsubsidized FFEL Stafford Loans
 2. Subsidized FFEL Stafford Loans
 3. PLUS FFEL Loans
 4. Federal Pell Grant
 5. Academic Competitive Grant
 6. National SMART Grant
 7. Federal SEOG Grant
 8. Other Title IV assistance (excluding FWS)
- The school and the student share the responsibility for returning Title IV aid. The school returns “unearned” Title IV funds that have been paid to the school to cover the student’s institutional charges received from Title IV grant and/or loan programs. The student is responsible to repay UTB/TSC for any unpaid institutional charges resulting from the Return of Title IV Funds calculation.

- The school must return Title IV funds due to the federal programs no later than 45 days after the date the school determines the student withdrew.
- If the student owes funds back to the Title IV programs, the institution will advise the student within 45 days of determining that the student withdrew. The student has 45 days from the date of notification from the institution to take action on the overpayment. If the student's portion of unearned Title IV funds included a federal grant, the student has to pay no more than 50% of the initial amount that the student is responsible for returning. Immediate repayment of the unearned loan amount is not required because the student repays the loan to the lender according to the terms or conditions in the promissory note. The institution will advise the lender of the student's withdrawal within 45 days of determining the student withdrew.
- No additional disbursements may be made to the student for the enrollment period. If the student does not repay the amount owed to the Title IV programs or does not make satisfactory payment arrangements with the U.S. Department of Education, UTB/TSC will report to the National Student Loan Data System (NSLDS) that the student received an overpayment. The student loses eligibility for further Title IV aid until resolved.

Note: Students completely withdrawing after the Official Record Date (ORD) should also refer to the Federal Financial Aid Satisfactory Academic Progress Standards.

Federal Financial Aid Satisfactory Academic Progress Standards (Graduates)

Financial Aid Satisfactory Progress Policy

Financial aid satisfactory progress standards will be evaluated at the end of the Fall and Spring Semesters. Students failing either the quantitative or qualitative standard measures are subject to the financial aid suspension cycle.

Financial Aid Standards

Quantitative Measure

The quantitative measure to receive student aid consideration evaluates the ratio of cumulative hours attempted vs. earned. Attempted hours are those credits for which a student is registered for on the official record date of each semester or session. Earned hours are those credits for which a student receives a passing grade (according to Grade Standards published in the Undergraduate/Graduate Catalogs).

Grades of A, B, C, D, F, W, WC, WF, WP, WM, G, I, P, CR, NR, S, U, DF, WP, and DR will be considered for the quantitative measure. Included in this quantitative measure is the provision regarding **maximum allowable hours**. All periods of enrollment must be considered, even those for which the student did not receive financial aid as well as hours transferred in from another school. If cumulative graduate hours earned exceed 54 credits, a student may no longer receive any form of financial aid for graduate studies.

Cumulative Hours Attempted Must Successfully Complete

Qualitative Measure

The qualitative measure to receive student aid consideration is the policy defined by the Registrar for determining scholastic standing (GPA) and is published as Standards of Work in the Graduate Catalogs.

Cumulative Hours Minimum Cumulative

Attempted	GPA
Graduate credit hours	3.00

Financial Aid Suspension Cycle

Financial Aid Warning / Probation

If at the end of the initial evaluation the student is not meeting financial aid satisfactory progress standards, the student will enter into a Warning status. If at the end of the second evaluation the student has not regained financial aid satisfactory progress, the student will proceed into a Probation status. During the warning and probation period(s), the student has the opportunity to continue to receive financial aid while attempting to regain financial aid satisfactory progress standards. The student may be referred to academic advisors for further guidance and evaluation.

Financial Aid Suspension

If at the end of the third evaluation period, the student has not regained satisfactory academic progress, the student will be placed on financial aid Suspension and will be ineligible for financial aid until both the quantitative and qualitative standards are satisfied. Financial aid will be suspended until the student successfully regains quantitative (70% or 90%) and qualitative (GPA) standards. Additionally, the student may not exceed the maximum allowable hours. The student is responsible for paying tuition and fees (and will not be reimbursed) during the period(s) of financial aid suspension.

Financial Aid Suspension Appeals

To appeal suspension from financial aid, students must submit to the Financial Aid Office, a written appeal (with supporting documentation) detailing unusual or mitigating circumstances that prevented the student from meeting financial aid satisfactory progress standards. Mitigating circumstances may include: death of a close family member, personal injury or illness or other extraordinary circumstances. A decision will be rendered by the Financial Aid Office within two weeks and the decision is final.

How Your Enrollment Status Affects Your Student Financial Aid

The Financial Assistance Office recalculates financial aid eligibility for students changing enrollment status on or before the official census date (12th class day for Fall/Spring semesters,

4th class day for Summer sessions). Recalculations are processed for schedule changes initiated by the student (in the form of adds/drops) or by the university (in the form of cancelled courses and/or other administrative changes).

If you add and drop or withdraw from courses (after financial aid is disbursed) and this results in a decrease in total credit hours enrolled, you may **owe financial aid funds** back to the program or you may owe other charges to the institution. **Check with an advisor in the Financial Assistance Office before making schedule changes!**

Some awards, including Pell grants, are adjusted based on the number of hours enrolled at the end of the official census period. Other awards, including Federal student loans, may no longer be disbursed after a student drops below half-time status within the loan period. Students should also be aware that changes to enrollment status for a specific semester may also impact program participation and/or eligibility for future semesters.

If the financial aid eligibility is increased and a credit remains after the revised tuition and fees are determined, the available balance will be promptly mailed to the student by the Business Office. If the financial aid package is reduced and an account balance remains after the Business Office recalculates tuition and fees, the student is responsible for promptly paying this amount in full. (Review the refund policy and the tuition and fees information published in this booklet).

In general, students dropping below half-time status, on or before the official census date, are ineligible for most forms of financial aid, and similar to students completely withdrawing from UTB/TSC, may be required to repay awards and/or tuition balances, as per the Title IV Returns policy.

Note: Students reducing enrollment status after the official census date should refer to the Federal Financial Aid Satisfactory Academic Progress Standards and students completely withdrawing from the institution, before or after the official census date, should also refer to the Procedures for Return of Title IV Funds.

Other Types of Financial Aid Available

Tuition Exemptions: The Texas Legislature has provided a tuition and fee exemption, excluding general property deposit and student services fees, provided under §54.201 - §54.219 of the Texas Education Code. To obtain the exemption, an approved application must be on file with the Office of Student Financial Assistance six weeks prior to registration. Tuition and fee exemptions are granted for the following categories of students:

- Children of Texas veterans (Hazelwood)
- Blind and deaf students
- Foster children
- Children of prisoners of war or persons missing in action
- Texas ex-servicemen

- Educational aides
- Senior citizen

This information is provided in summary form. For more information, contact the Office of Student Financial Assistance at Tandy Hall #206 and/or refer to the Texas Education Code, §54.201, et seq.

Graduate Records Examinations Fee Waiver (GRE)

Who qualifies?

The GRE Board has established three requirements for eligibility and all three must be met.

- a U.S. Citizen or resident alien.
- a college senior receiving federal financial aid through an undergraduate college in the United States, a U.S. Territory, or Puerto Rico, or a returning unenrolled college graduate (who has applied for federal financial aid and has an SAR).
- one whose financial need meets one of the following guidelines:
 1. Dependent Student whose SAR shows no more than \$1,200 for the senior year.
 2. Self-supporting Student whose SAR shows no more than \$1,600 for the senior year.
 3. Self-supporting Unenrolled College Graduate whose SAR shows no more than \$1,600.

How to apply?

Once student has completed the most recent Free Application for Federal Student Aid (FAFSA) and received the Student Aid Report (SAR) with an Estimated Family Contribution (EFC), he/she must visit the Financial Aid Office, Tandy 206.

Use of the Fee Waiver Certificate:

An applicant who is eligible for the fee waiver must mail the original fee waiver certificate completed and signed by the coordinator, embossed with an official school seal, the proper registration form(s), and a copy of his/her Institutional Student Information Record (ISIR) or SAR. The fee waiver certificate may be used to take one GRE General Test and/or one Subject Test.

Things you should know:

As per the GRE Distribution and Receiving Center, the certificate is not retroactive.

As soon as a graduate student registers they are no longer eligible for a GRE Fee Waiver.

Under no circumstances is an applicant to be issued another fee waiver. An applicant who registers but fails to appear on the test date, who has lost or misplaced the certificate, or who wishes to repeat a test, should not be issued another fee waiver.

Veteran's Benefits

Tandy Hall 206

882-8980

U.S. veterans who are interested in applying for any educational benefits must contact the Veteran Affairs department located at the Office of Student Financial Aid Assistance in Tandy 206 at least two months before the first day of class. Students will be advised of their eligibility, requirements for application for benefits, and the documents needed for the application process.

Students must be eligible under one of the following programs:

Chapter 30 - Montgomery GI Bill-Active Duty

Chapter 31- Vocational Rehabilitation

Chapter 32 - Veterans Educational Assistance Program (VEAP)

Chapter 35 - Survivor's and Dependents' Educational Assistance Program

Chapter 1606- Montgomery GI Bill - Selected Reserve

Chapter 1607 - Reserve Educational Assistance Program (REAP)

If veterans apply for financial aid assistance, they are required to report expected benefits amount on their Free Application for Federal Student Aid (FAFSA).

Graduate students receiving VA educational benefits must maintain a cumulative 3.0 Grade Point Average to be making satisfactory progress.

Hazelwood Act

Texas veterans who have no remaining Veterans Administration education benefits may be exempted from payment of tuition and fees excluding student service fees. To obtain the exemption of tuition under this act, an approved application must be on file with the Veterans Affairs Department of the Office of Student Financial Assistance three weeks prior to registration.

Also, the children of members of the armed forces who are or were killed in action, who die or died while in service, who are missing in action or whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the U.S. may be entitled to an exemption, if they are residents of Texas.

Graduate Tuition Scholarship

Graduate tuition incentive scholarships are awarded competitively each semester based upon available funding and earned grade point average. Applicants must fulfill the following

criteria: Must be seeking first master's degree; Unconditional Admission Status; Academic Standing 3.0 or higher graduate GPA for continuing students, undergraduate GPA for new students; Continuing students must have an official Program of Study on file at the Graduate Office; Texas Residents; May not be receiving any other form of financial aid (loans not included). For application and deadlines you may contact the Graduate Office at (956) 882-6552.

Official Policy Statements

AIDS, HIV and Hepatitis B Infection

UTB and TSC recognize Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV and HBV. In furtherance to its commitment, UTB and TSC have adopted a policy and procedural steps to protect both the rights and well-being of those students, employees and patients who may be infected with HIV or HBV as well as to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of UTB and TSC faculty, staff, and students is confidential.

A complete copy of the "AIDS, HIV and Hepatitis B Infection" policy can be found in the institutional *Handbook of Operating Procedures* available in the Dean's office of each school, college and division, the library and most UTB/TSC departments. The policy is also available at the website: <http://www.utbtsc.edu/hoop/>. This policy is applicable to all students of UTB and TSC as they pursue their academic and clinical endeavors. Several brochures are available to all students on request by calling Student Health Services at 882-8951.

Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast-so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students each year. There is a treatment, but those who survive may develop severe health problems or disabilities. Symptoms include high fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

- How can I find more information?
- Contact your own health care provider.
- Contact your Student Health Center at (956) 882-8951 or (956) 882-3896

- Contact your local or regional Texas Department of Health office at 1-800-837-6768
- Contact web site: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the *Texas Public Information Act*, *Texas Government Code* §552.001 *et. seq.*, are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws the University has adopted the following policy. Individuals are informed of their rights under these laws through this policy which is included in the *University Handbook of Operating Procedures* and *Catalog*. The catalog will be made available for inspection through the Vice President of Student Affairs office and HOOPs are available in the Library and most administrative offices. The HOOP is also available on the web at <http://unix.utb.edu/~TIF/hoop/frame2a.html>.

UTB/TSC will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, excepts as follows:

1. To appropriate UTB/TSC officials who require access to educational records in order to perform their legitimate educational duties;
2. To officials of other schools in which the student seeks or intends to enroll, upon request of these officials;
3. To federal, state, or local officials or agencies authorized by law;
4. In connection with a student's application for, or receipt of, financial aid;
5. To the parents of a dependent student as defined in §152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
6. In compliance with a judicial order or subpoena;
7. In an emergency situation if the information is necessary to protect the health or safety of the students of other persons; or
8. To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.
9. The final results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense if the student is found responsible on or after October 7, 1998, for violating the university's rules or policies with respect to such crime or offense.
10. To a parent or legal guardian of a student, information regarding any violation of any law or university policy, governing the use or possession of alcohol or a controlled substance, if the student is under the age of 21 at the time of disclosure to the parent, and the university determines that the student is responsible for a disciplinary violation with respect to such use or possession.

The University will release information in student education records to appropriate University officials as indicated in (1) above when such records are needed by administrators, faculty or staff in furtherance of the educational or business purposes of the student or University.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Enrollment Office for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to educational records for five years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules. Certain requests will not be recorded, such as releases to the student himself or herself; pursuant to the written consent of the student; to university officials with legitimate education interests; pursuant to a law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or of directory information.

Directory Information: At its discretion, UTB/TSC may release directory information which shall include:

1. name, address, telephone number
2. date and place of birth
3. major field of study
4. participation in officially recognized activities and sports
5. dates of attendance
6. most recent previous educational institutions attended
7. classification
8. degrees and awards received
9. date of graduation
10. physical factors (height and weight) of athletes
11. e-mail addresses

Students may withhold directory information by notifying the Office of Enrollment in writing each semester during the first 12 days of class of a fall or spring semester, the first four class days of a summer semester, or the first three days of any quarter. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold directory information must be filed each semester or term in the Office of Enrollment.

Access to Files: Upon written request, UTB/TSC shall provide a student with access to his/her educational records. The Vice President for Business Affairs at Tandy Hall has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions files, academic files, and financial files. Students wishing to review their education records must make written requests to the Vice President for Business Affairs listing the item or items of interest. Education records covered by the Act will be made available within 45 days of the request.

A list of education records and those officials responsible for the records shall be maintained at the Enrollment Office. They include:

Academic Records

- Office of the Registrar
- Department and Faculty Offices

Student Service Records

- Counseling Office: Director of Counseling
- Student Activities Office: Director of Student Activities
- Student Affairs: Vice President for Student Affairs
- Testing: Director of Testing

Financial Records

- Business Office: Vice President of Business Affairs
- Office of Student Financial Assistance: Director of Financial Aid

A student may authorize the release of educational records to a third-party with a written consent that is signed and dated, and specifies the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure. Educational records do not include:

1. financial records of the student's parent or guardian;
2. confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
3. records of instructional, administrative and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for maker;
4. records of law enforcement units, including the university campus police;
5. employment records related exclusively to an individual's employment capacity;
6. medical and psychological records;
7. thesis or research papers; or
8. records that only contain information about an individual after the individual is no longer a student at the institution.

Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the V.P. for Student Affairs. If agreement is reached with respect to the student's request, the appropriate record will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the V.P. for Student Affairs of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer that will adjudicate such challenges will be appointed by the V.P. for Student Affairs in nonacademic matters and by the V.P. for Academic Affairs in academic matters. The

substantive judgement of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to seek amendment of educational records. Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting to the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both.

The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the act may request in writing, assistance from the President of the institution.

Change of Address and Change of Name: Students are responsible for providing accurate and current mailing address information and legal name changes to the Graduate Office and the Enrollment Office.

Complaints: Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Copies: Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the Texas Open Records Act except that official transcripts will be \$1.00. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at UTB/TSC.

Hazing Policy

Hazing in state educational institutions is prohibited by both state law (§51.936 and 37.151 et seq, *Texas Education Code*) and by the Regent's Rules and Regulations (Part One, Chapter VI, Section 3.28). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

Individuals: A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President for Student Affairs or other appropriate official of the institution.

Organizations: An organization commits an offense if the organization condones or encourages hazing or if an officer of any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Definition: The term “hazing“ is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health of safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

Immunity: In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the Vice President for Student Affairs or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

Immunization Requirements

The following immunizations are required for all students enrolled in health related courses which will involve direct patient contact or who come in contact with human biological fluids or tissue. Students for whom these immunizations are not required by the institution are strongly urged to obtain these immunizations for their own protection.

- Measles: proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity.
- Mumps: proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.
- Rubella: proof of one dose administered on or after the first birthday or proof of immunity.
- Tetanus/diphtheria: proof of one “booster” dose of tetanus/diphtheria (within 10 years).
- Hepatitis B virus (HBV): proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine.

Certain exemptions are allowed from immunization requirement; students should contact the Office of the Vice President for Student Affairs for information. Inquiries concerning supplemental immunization requirements should be directed to Student Health Services.

Illicit Drug Use and Alcohol Abuse Program and Policy

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Part One, Chapter VI, §3.21 of the *Regents’ Rules and Regulations* provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol.

UTB and TSC will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Information is distributed to each student annually concerning standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol, health risks associated with their use and abuse, institutional penalties, state and federal criminal penalties, and counseling and rehabilitation programs available in the area. Additional information is also available in the Student Health Services Office.

Sexual Harassment Policy

UTB/TSC is committed to provide a professional working and learning environment free from sexual harassment. Sexual harassment has been declared a form of sex discrimination under Title VII of the Civil Rights Act of 1964, and Title IX of the Civil Rights Act of 1972 and the Texas Commission on Human Rights Act, Article 5221k, Vernon’s Texas Civil Statutes, and it is illegal, and actionable under civil and criminal law. In addition to violation of Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20 U.S.C. Sec. 1681, the act of committing sexual harassment by a public servant is considered to be a criminal offense under Texas Penal Code Sec. 39.02, and it may constitute assault, sexual assault, public lewdness, or indecent exposure under Chapter 21 and 22 of the Texas Penal Code.

Definition: The unwelcome sexual advances, requests for sexual favors, verbal and written comments, or physical conduct of a sexual nature may constitute sexual harassment when such conduct:

- is made, either explicitly or implicitly, a term or condition of instruction, employment, participation in a university activity; or
- is used to be a basis for academic or employment decisions or evaluations; or
- has the purpose or effect of unreasonably interfering with an individual's academic or work performance; or of creating an intimidating, hostile, or offensive university environment.

In addition to the above definition, behaviors that may constitute sexual harassment may include, but are not limited to the following:

- Intentional touching;
- Explicit or implicit propositions to engage in sexual activity;
- Gratuitous comments of sexual nature such as explicit statements, questions, jokes or anecdotes;
- Remarks of a sexual nature about a person's clothing or body;
- Remarks about sexual activities or speculation about sexual experiences;
- Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars or other materials;
- Deliberate physical interference with or restriction of an individual's movements;
- Persistent unwanted sexual/romantic attention;
- Subtle or overt pressure for sexual favors; or
- Deliberate, repeated humiliation or intimidation based upon the sex of an individual

Sexual Misconduct

In addition to prohibiting sexual harassment as defined by law, the University also prohibits conduct of sexual nature that, although not so serious or pervasive that it rises to the level of sexual harassment, is unprofessional and/or inappropriate for worksites and teaching locations.

Behaviors that may constitute sexual misconduct include but are not limited to:

- Failure to observe the appropriate boundaries of the supervisor/subordinate or faculty/student relationship
- Repeatedly engaging in sexually oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected by those present; and
- Gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course or meeting, even if not objected to by those present.

Sexual harassment is not limited by gender of either party, nor by superior-subordinate relationships. This policy is applicable to all employees, faculty and students of UTB/TSC.

It is considered a violation of university and college sexual harassment policy if there is failure to investigate allegations of sexual harassment or failure to take timely corrective action.

General procedures for reporting and complaint resolution are found in HOOP 3.3 pages 3

to 9.

Review

This policy shall be reviewed annually by the Vice President for Business Affairs/EEO/AA.

Religious Holy Days

The institution will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that date that the student will be absent for a religious holy day. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under §11.20, Tax Code.

The student's notification must be in writing and must be delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class.

Solicitation Policy

Campus facilities are not open for general public use. Part One, Chapter VI, §6.6 of the *Regents' Rules and Regulations* states that no solicitation shall be conducted on the grounds, sidewalks, or streets of the UTB/TSC campus, except by the agents, servants, or employees of this institution acting in the course and scope of their employment, or by the Student Government Association, or by a registered student, faculty, or staff organization of UTB/TSC. Such solicitation must adhere to the following rules:

- Academic or institutional programs being carried on in the buildings shall not be disturbed or interfered with.
- The free and unimpeded flow of pedestrian or vehicular traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings shall not be interrupted.
- The person(s) being solicited shall not be harassed, embarrassed or intimidated.

Non-University groups, individuals or associations **are not permitted** to solicit, distribute, or circulate any petition, handbill, or other literature in University buildings or on the grounds.

Newspaper vending is permitted only in the areas designated in advance by the President or his delegate. Any request for other newspapers or additional distribution areas should be directed in writing to the Vice President for Business Affairs.

Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations). Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will under no circumstances be granted permission to do so.

Any violation of the above policy should be reported to the Office of the Vice President for Business Affairs.

Student Right-to-Know Act and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S Sections 1092 (a), (e) and (f), as amended, the university collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates. Pursuant to the federal law, alleged victims of violent crime are entitled to know results of campus student disciplinary proceedings concerning the alleged perpetrators.

The university will make timely reports to the campus community on crimes considered to be a threat to students and employees and those reported to campus police or local police agencies. Every September, UTB/TSC will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education upon request. This report will reference crimes which occur on property owned or controlled by the university and may be supplemented by listing crimes which occur off of campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

The university will annually calculate and disclose institutional completion or graduation rates for undergraduate students to all prospective and current students.

UTB/TSC will also publish the annual security report which includes its policy regarding sex-related offenses, sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student affairs for victims.

Prior to the offer of athletically-related student aid to a potential student athlete, the university will provide certain information on graduation rates specified by the Act to the prospective student and to the student's parents, guidance counselor, and coach.

Graduate School Academic Regulations and Information

Graduate and prospective graduate students are expected to make themselves thoroughly familiar with the university graduate program regulations, their departmental requirements and the requirements for degrees. The ultimate responsibility for successful completion of an advanced degree or other program falls upon the student. The graduate student is solely responsible for knowing the academic requirements for graduate studies and should immediately seek answers to any questions regarding policy and procedures. The Office of Graduate Studies, moreover, disclaims responsibility for problems stemming from the student's failure to follow its regulations. No waiver or exception to policy will be extended to a student who pleads ignorance of catalog statements. All students are responsible for providing accurate and current name, mailing address and phone information.

Academic Probation and Suspension

In order for a degree-seeking graduate student to remain in good academic standing, the student must maintain a cumulative grade point average of 3.0 (3.0=B on a 4.0 scale). A

student whose overall GPA falls below a 3.0 in a given semester or who receives a grade of F during any one semester or summer session is automatically placed on academic probation the following semester. Academic probation constitutes a warning of insufficient level of progress. Within the following nine semester credit hours, the overall GPA must return to 3.0 or above or the student will be suspended for a minimum of one semester. Students may be readmitted only after presenting a written petition to the Office of Graduate Studies and to the chair of the major department. Written approval to register for graduate coursework must come from both the appropriate Department Chair and the Office of Graduate Studies .

Admission to Degree Candidacy

Admission to a graduate program does not designate a student as a candidate for the graduate degree. Candidacy may be achieved only when students have completed a planned Program of Study, have met academic standards of the graduate program and the major department and have satisfied financial obligations to the university. Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, a student must file the appropriate application with the Registrar's Office. (See "Graduation Requirements" for further information.)

Auditing Policy

With the written permission of the department chair, instructor and the dean of the school or college in which the course is taught, an individual who has been admitted as a regular degree seeking student or as a Non-Degree student may sit in a class as an auditor without receiving college credit. The auditor's name will not be entered on the class roll, and the instructor will not accept any papers, tests or examinations or require oral recitations from the auditor. Auditors pay a fee, which is published in the Course Schedule. A person 65 years of age or older may enroll as an auditor without credit and without payment of an audit fee. Audit fees are nonrefundable.

Audit enrollment is on a space available basis for courses that have been designated as suitable for audit by the Dean of the college or school. Not all courses are available for audit. Audit students do not receive credit. An audit intention cannot be changed to credit nor can credit courses be changed to audit. Audit work can not be used toward diploma or degree requirements.

Auditors who wish to have library privileges may receive them by filling out a University Scholars Library application at the circulation desk at the UTB/TSC Library and paying a nonrefundable fee. There are limits on the services offered to University Scholars Library cardholders; further details are available from the circulation desk. Auditors who want parking privileges should go to the Campus Police Office with their validated Request to Audit form. Audit enrollment does not entitle the student to instruction in applied music, the use of laboratory equipment and supplies, admission to the university-sponsored fine arts and athletic events, or health and health center benefits.

Catalog Applicability and Time Limits

A student will be governed by the Graduate Catalog in effect at the time of official notification of admission to graduate studies or may choose to graduate following the requirements of the most current catalog. Should a graduate student fail to enroll for a full

calendar year, the catalog requirements in effect at the time of readmission will apply. State of Texas regulations with regards to certification programs taken as part of a graduate program do not supersede university graduate degree program requirements.

Students must complete all graduate work for a degree within seven years of the time of their first graduate course registration. Graduate courses more than seven years old will not be accepted for credit toward a degree program. Students who have compelling reasons for interruption of their graduate programs may petition the Dean of Graduate Studies for an extension of the time limit.

Comprehensive Examinations

Some programs require a comprehensive examination. The purpose of the comprehensive exam is to evaluate the student's mastery of the field(s) of study. The method and procedure for examination must be specified on the student's program of study. The comprehensive exam may not be scheduled prior to the student's final semester of coursework. The application for the comprehensive exam must be submitted by the student through the Registrar's Office by the published due date.

The academic department prepares and grades the comprehensive exam. The Office of Graduate Studies notifies students, administers the exam, forwards the completed exams to the academic department for evaluation and grading, and informs exam takers of the results.

The result of the comprehensive examination will be one of the following:

PASS with a recommendation that the candidate be cleared to receive the degree.

FAIL stipulating the conditions that must be met before the candidate is eligible to take the exam the second time. The comprehensive exam may not be taken more than two times. A review period of not less than ninety (90) days nor more than one (1) year after the student is notified of the results of the first examination is required before a second exam may be completed. Conditions for a second exam may be imposed by the Faculty Advisor or Department Chair.

FAIL with a recommendation that the candidate be dismissed from the program.

Classification of Students

Graduate students have received their bachelor's degrees and are working on their master's degrees. Students enrolling in graduate courses will follow the Graduate Tuition and Fees scale. Graduate courses have a "5", "6", or "7" as the first digit of the course number (Example: ENGL 6301).

Course Load

The demands of graduate study require that the maximum allowed semester-credit-hour load be lower than that of the undergraduate. Students employed full-time or with other ongoing demands upon their time should consult with their faculty advisors or the Office of Graduate Studies realistically to assess the feasibility of their proposed course load.

Nine semester hours constitute full-time graduate enrollment during each regular (Fall and Spring) semester, and five semester hours constitute half-time enrollment. Five semester hours constitute full-time and seven semester hours is the maximum credit load allowed for each Summer session. Three semester hours constitute half-time enrollment during a Summer

session. The maximum graduate student load for both Summer sessions is 12 semester hours including any mini-term enrollment. Registration will not be allowed for students attempting to register for hours in excess of these limits. Mini-term courses offered in May are counted as part of the first Summer session load. Any request for exception to the credit load policy must be approved by the Dean of Graduate Studies. A written request including a rationale for the exception must be received by the Office of Graduate Studies two weeks prior to late registration day.

Course Numbers

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit gives the credit hours. The last two digits are departmental designations. Courses at the 5000 level and above are graduate courses and are limited to graduate students. Courses at the 7000 level are for thesis and professional areas.

Fresh Start

A graduate applicant who has earned a Baccalaureate degree under the “Academic fresh start” statute, Texas Education Code, §51.931, will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein.

Grade Changes

If an error in computation, evaluation or recording warrants a grade change, the instructor of record (IOR) may initiate a grade change form through the Department Chair, School or College Dean, and Dean of Graduate Studies. In the event that the IOR is no longer employed by the university, the academic dean will make a good faith effort to contact him or her before deciding whether to change the grade or not.

Grades

Final grades may be obtained by calling (956) 982-5800 or 1-888-882-4026.

Grading System

A student receives a grade for each registered course. Grades are indicated by letters and assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of “C” or better is earned.

Grade	Definition	Grade Points
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A	Excellent	4.00
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B	Good	3.00
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C	Average	2.00
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D	Below Average	1.00
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(Course must be repeated. Course will not count towards degree program.)

F	Failure	0.00
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I	Incomplete	work must be finished the next semester; otherwise, the grade automatically becomes an F unless an extension of time is requested in writing to the Office of Graduate Studies by the instructor.
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AU	Audit	no academic credit awarded, and no transcript notation.
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- W** Withdrawal not used in calculation of GPA.
 - P** Pass carries credit but no grade points. Not used in computing GPA.*
 - U** Unsatisfactory appears on transcript, no grade points. Not used in GPA.*
- *Only used with courses specified as Pass/Unsatisfactory in course description.

The student's grade point average (GPA) is determined by dividing the total number of grade points earned by the total letter-graded graduate hours attempted (not the number of graduate hours passed) at UTB/TSC.

Graduate Credit for Seniors

A student who has not yet completed all requirements for the Bachelor's degree may be eligible for graduate study as a senior. Such students must complete their undergraduate work and be eligible to obtain the Bachelor's degree during the first semester of graduate work. The student must have an overall GPA of at least 3.0 and must be within nine semester hours of completing the total number of hours required for the bachelor's degree. The combined load of the graduate and the undergraduate courses for a full-time student must not exceed 12 semester hours. To take graduate courses under this provision, students must complete the graduate application process and secure the written permission of the chair of the department in which credit is sought, as well as the Graduate Dean. Seniors at other universities who have nine or fewer credits to complete for the Bachelor's degree may also qualify. They must supply transcripts, complete the application process and provide letters from their home institutions indicating they are within 9 hours of graduation.

Graduation Requirements

A student must complete all university and program requirements to receive a graduate degree. Grades in courses offered for the Master's degree must average B (3.00) overall. Prospective graduates must have the required 3.0 cumulative GPA (3.0=B on a 4.0 scale) and all grades of "I" must be reported. Students must complete an Application for Graduation before the application deadline. Students are required to speak with their Graduate Advisors before submitting the required applications. Once the appropriate paperwork has been submitted to the Office of Graduate Studies, students will be notified in writing regarding their eligibility.

Applications are available at the Office of Graduate Studies located in Champion Hall, 1st floor.

Grievances – Grade Appeals

Course grade grievances must be initiated by contacting the instructor or individual with whom the grievance arose within 30 days of the grade report. An effort to resolve the matter informally should be made. If the student is not satisfied with the decision, the student may appeal in writing within 21 days to the chair of the department from which the grade was issued. Disputes not satisfactorily resolved within 21 days may be appealed in writing to the school or college dean, who will render the final decision.

Grievances – Other than Grade Appeals

In attempting to resolve any student grievance, it is the obligation of the student first to make a serious effort to resolve the matter with the individual with whom the grievance originated. Grievances involving matters other than grades are appealed to the Department Chair or

office director, the Dean if appropriate, then to the Vice President for Student Affairs, Vice President for Business Affairs, or Vice President for Academic Affairs. If the matter remains unresolved at this level, the student may make a final appeal to the President. Appeals must be submitted in writing.

On-line and Distance Education Degree Programs

Specific graduate degrees may also be awarded under On-line or Distance Education degree plans offered by UTB/TSC in cooperation with other University of Texas System components. Courses taken On-line or by Distance Education and degrees awarded under On-line or Distance Education degree programs shall be so designated on the student's official transcript and diploma. Courses taken on-line from other UT System Components that are required for a degree completion by the consortium, shall be transcribed with a letter grade. For confirmation on how a course will be transcribed, consult with your faculty advisor.

Program of Study

Graduate degrees are awarded on the basis of scholarship, reasoning and investigative abilities, and evidence of proficiency in the student's area of emphasis. Upon admission to the graduate program, the appropriate Departmental Chair will assign a Faculty Advisor to assist in developing the formal, typed Program of Study designed to meet proficiency levels, certification, and professional needs of the student.

A Program of Study must be approved by the Faculty Advisor, Graduate Coordinator or Program Director, the Chairperson of the major department, and the Dean of Graduate Studies. After signatures are secured, copies will be distributed by the Office of Graduate Studies to the student, the Faculty Advisor, and the Chairperson of the major department. The Office of Graduate Studies will retain the original Program of Study in the student's file.

The Program of Study should be developed in consultation with the Faculty Advisor during the first semester of graduate work and must contain the following elements:

1. A brief narrative statement giving the overall objectives of the program and special certification desired.
2. Methods for achieving these objectives, i.e., courses listed in the degree plan, experiences, thesis and tentative research problems.
3. The proposed method and anticipated date of the final evaluation.

The design of each individual program is very important. Those individuals holding a graduate degree are seen by society as having an advanced state of general knowledge, as well as specific knowledge in their fields of study. Thus, it is incumbent upon the institution, the graduate faculty, and the students to ensure that those upon whom the degree is conferred are knowledgeable in their fields.

Although the minimum number of hours required for degrees is determined in accordance with the program as listed in the catalog, this should not be construed to indicate a maximum number of hours for any particular student. Each individual Program of Study may vary as to the total number of hours necessary to receive the degree. The official Program of Study may be revised upon written request of the Faculty Advisor to the Dean of Graduate Studies.

Repetition of Courses

A graduate student may repeat any course. All grades earned (including those for repeated courses) will be used to compute the grade-point average. All attempts become a part of the permanent academic record.

Residence Requirement

A residence of one academic year or the equivalent in summer sessions is required. In graduate programs that require a thesis, at least 18 semester hours of course credit plus six semester hours of thesis credit shall be earned in residence at UTB/TSC. For programs that require 36 semester hours of credit but do not require a thesis, at least 24 semester hours must be earned in residence at UTB/TSC. In all cases the last 12 hours earned for the degree must be earned as resident UTB/TSC credit. Students seeking certification with the Master of Education degree should consult the School of Education section of the catalog.

In the case of Distance Education or On-line Degree programs offered by UTB/TSC, courses offered by other accredited component institutions of the University of Texas System as part of system-wide consortial degree programs may be counted towards the residence requirement. This provision shall apply only to Distance Education or On-line courses from other institutions.

Second Master's Degree

A maximum of nine semester hours taken for one master's degree may be counted toward a second master's degree with the approval of the department in which the second master's degree is sought. Courses more than seven years old will not be accepted for credit toward a degree program.

Semester Credit Hour

University credit is measured in semester hours. Ordinarily, a class that meets one 50-minute period per week for a semester will carry a credit of one semester hour. Since the majority of classes normally meet for the equivalent of three periods, each week, these classes carry three semester hours of credit. Two or three laboratory clock hours per week are usually required for one semester hour of laboratory credit.

Student Discipline

UTB/TSC considers cultivation of self-discipline of its students to be of great importance in the development of responsible citizens. Therefore, UTB/TSC expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of UTB/TSC.

Although UTB/TSC is committed to the full support of the constitutional rights of its students, including due process, it also has an equal obligation to protect its educational purpose and the interest of the students body. UTB/TSC must therefore be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the institutions or in disregard of the rights of other students or faculty.

Attendance in a tax-supported educational institution of higher learning is optional and voluntary. By such voluntary entrance into the academic community of UTB/TSC, students voluntarily assume the obligations of performance and behavior imposed by the University

relevant to its lawful missions, procedures, and functions.

When students enter UTB/TSC, it is assumed that they have a serious purpose and sincere interest in their own social and intellectual development. They are expected to learn to cope with problems with intelligence, reasonableness, and consideration for the rights of others; to obey laws and ordinances of the nation, state and community of which they, as well as UTB/TSC, are a part. As students prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. A student may be penalized herein even though he/she is also punished by state and federal authorities for the same act.

Students are subject to federal, state, and local laws as well as UTB/TSC rules and regulations. Students are subject to reasonable disciplinary action, including suspension and expulsion in appropriate cases, for breach of federal, state or local laws or UTB/TSC rules and regulations. This principle extends to conduct off-campus

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from UTB/TSC. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22. Since scholastic dishonesty harms the individual, all students, and the integrity of UTB/TSC, policies on scholastic dishonesty will be strictly enforced.

When students violate the prescribed codes of behaviors, disciplinary action may be initiated through the Office of the Dean of Students. The Student Handbook can be found on-line at http://pubs.utb.edu/student_handbook/index.htm.

Student Travel Policy

Pursuant to Texas Education Code, Section 51.809, the University has adopted a student travel policy. UTB's student travel policy and forms is located at the Student Affairs website.

Student Work and Class Attendance

Graduate students are expected to attend classes regularly and meet all requirements of their courses in order to receive grades. The typical out-of-class work requirement for the master's level is three hours of out-of-class work per week for each semester hour of credit. The responsibility for meeting the requirements for a course, degree and/or certification rests with the student. Final examinations are scheduled during the examination period at the end of the semester and are not given in advance.

Papers submitted to meet graduate course requirements are expected to be the student's own work. Information and opinions drawn from whatever source are to be cited specifically as to their respective sources, and students should use the approved form of citation. A student who engages in scholastic dishonesty will be subject to disciplinary action. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of

any work or materials that are attributed in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Examples of scholastic dishonesty include: using the services of a term paper company, submitting work that is not the student's work, and failing to provide clear citation to original sources. A student may not submit the same paper in substance in two or more graduate classes without prior written permission of the instructors involved.

Thesis

Some UTB/TSC master's degree programs allow for a thesis as part of the program of study. In consultation with the Faculty Advisor, students should carefully consider their career goals in deciding between a thesis and a Non-Thesis degree. Some academic institutions regard a Non-Thesis master's degree as a terminal degree program. Students who intend to pursue the doctoral degree should seriously consider undertaking a thesis.

Students in programs that require a thesis must complete the six required hours of thesis credit. Thesis courses may be repeated and are counted in determining course load limits for a semester or Summer session, although credit for these courses is given only once. Students who register for the thesis course must continue to register each succeeding semester or summer session until the thesis is completed.

The student shall choose in consultation with their faculty advisor a thesis committee consisting of three graduate faculty members including the student's faculty advisor (who chairs the committee). The committee will be approved by the student's advisor, the Graduate Coordinator or Program Director, the Department Chair, and the Graduate Dean. The thesis topic and written prospectus must be approved in writing by the Faculty Advisor, the thesis committee and the Dean of Graduate Studies prior to the student's undertaking the research problem. All research involving human subjects must also be approved by the Human Subjects Research Review Committee (HSRRC) prior to collection of any data. Similarly, all research involving live vertebrate animals must also be approved by the Institutional Animal Care and Use Committee (IACUC) prior to collection of any data. Instructions for the preparation of the thesis and information on the HSRRC and the IACUC can be obtained from the academic department or Office of Graduate Studies.

The thesis committee will judge the research competence of the student during the thesis defense meeting. A graduate faculty member from outside of the School/College appointed by the Dean of Graduate Studies shall represent the Office of Graduate Studies on the thesis committee during the defense meeting. The Graduate Program representative will be provided a copy of the thesis one week prior to the defense. Thesis defense meetings are announced in advance and open to the university community.

Students are responsible for adhering to all due dates regarding the thesis defense, submission of copies of the thesis to the Office of Graduate Studies, and binding (see university class schedule for dates, fees and deposits). The student must complete all course work for the degree within seven years of the time of the first graduate course registration. Courses older than seven years will not apply towards the degree. Students who have compelling reasons for interruption of their graduate degree may petition the Office of Graduate Studies for an extension of time.

Transfer of Credit Policy

Subject to the approval of the major department, a maximum of 12 graduate semester hours taken at an accredited university may be transferred for degree credit. Transferred credit will not be counted in computing the grade point average on courses completed in the graduate program. Credit may not be transferred for:

- Courses which would not receive graduate credit at UTB/TSC.
- Courses with a grade lower than a “B”.
- Correspondence and extension courses.
- Credit for life experience or prior learning.
- Courses which are more than seven years old. Courses less than seven years old may not be accepted if in the professional judgment of departmental faculty the content is outdated or obsolete.

Transfer credit used to fulfill program requirements will be approved by the Faculty Advisor, Chairperson of the Department and the Office of Graduate Studies when the official Program of Study is approved for the student. The Faculty Advisor has the initial responsibility to insure that the proposed transfer work is relevant and appropriate to the degree sought. The Office of Graduate Studies will validate the student’s transcript when necessary. Additionally for the School of Education, transfer credit for certification purposes must also be approved by the Graduate Advisor, Coordinator of Teacher Education and the School of Education Dean (see “School of Education” for further information). For confirmation on how a course will be transcribed, consult with your faculty advisor.

Withdrawing From Classes

After the official census date, students may withdraw from classes and receive a “W” on their permanent records. The last date to withdraw is specified in the Course Schedule published three times a year.

Note: Refer to “Treatment of Title IV Student Financial Aid Funds When a Student Withdraws” section for specific information on complete withdrawals for Title IV Financial Aid recipients.