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## The University of Texas of the Permian Basin Graduate Studies Catalog 2018-2020

The University of Texas of the Permian Basin

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# Catalog Home

## Catalog 2018-2020

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 System or any of its component institutions, on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age, veteran status, or disability.

This catalog is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students. The University of Texas of the Permian Basin reserves the right to withdraw courses at any time, change tuition, fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever the appropriate authorities so determine and may apply to both prospective students and those already enrolled. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of Texas of the Permian Basin or The University of Texas System.

<http://www.utpb.edu>

<http://www.utpb.edu/academics/graduate-studies-and-research>

## Graduate Studies Catalog Format, Availability, and Archiving

The Graduate Studies Catalog is published every year in a digital format. Once the new catalog is published online, the previous catalog is archived and can be accessed via the Office of Graduate Studies' page. Archived catalogs from 1999 to the most recent archived year can be accessed at <https://www.utpb.edu/academics/registration/office-of-the-registrar/catalog-archive>. Students who need information from a past graduate catalog that is not found online should contact Graduate Studies [gradstudies@utpb.edu](mailto:gradstudies@utpb.edu) or 432-552-2530.

## The University

## Welcome Students

Welcome to The University of Texas of the Permian Basin!

As your new President, I am personally dedicated to your success. It will be my top priority to ensure the best experience possible while you earn a high quality degree at UTPB. I am honored and humbled that you chose us and we will do everything possible to serve you.

We are excited about all that we have to offer at UTPB. You can choose from 36 high quality undergraduate programs and 19 graduate programs which are supported by a team of Faculty who are dedicated to your success. You can get involved in athletics with our 16 intercollegiate athletics programs, including our new Football team and the Lonestar conference champion basketball team. You can engage in over 43 student organizations with a diverse set of interests and options.

As a component of the University of Texas System, UT Permian Basin is a university with global impact, offering excellent faculty, first class facilities and a passion for education. During your UTPB college experience, you will meet new friends and gain valuable life skills as you start your educational journey. Your energy and creativity will be

matched and enhanced by that of our faculty and staff. Whether you aspire to a career in engineering, the medical profession, teaching or a general liberal arts degree, UTPB is the place for you.

Thank you for choosing UT Permian Basin. I hope your year ahead is both challenging and successful.

Sincerely,

Sandra Woodley  
President

## **The University**

The University of Texas of the Permian Basin, a component of The University of Texas System, is a general academic teaching institution. In 2015, the University celebrated its forty years of operation. The University was authorized by the 61st Legislature in 1969 as an upper-level campus to offer Bachelor's and Master's degree programs. The University received authority to add freshman and sophomore classes in May 1991.

Today, the University has approximately 6,000 students in the programs in Arts & Sciences, Business, and Education. The campus has the latest in teaching technologies in its classrooms, as well as modern research facilities. The campus enjoys several new student housing complexes, Visual Arts Studios, Library/Lecture Center, and student union facilities. The University also offers classes throughout the Permian Basin and beyond through the Regional Electronic Academic Communications Highway (REACH), which connects the University with area community colleges and schools.

The University is located in the heart of the Permian Basin, one of the richest mineral producing regions of the world. Its twin city locus places it in the commercial and financial center of the region, which encompasses 370,000 people. The Permian Basin is a diverse community of many cultures and peoples. It has a dynamic growing economy anchored in oil and gas production, retail and wholesale trade and technology. The University offers students an excellent environment for learning and personal growth.

## **Mission Statement**

As a regional, comprehensive institution, The University of Texas Permian Basin serves a diverse community of students from the region, the state, and beyond. Through excellence in student-centered teaching, learning, research, and public service, the University cultivates engaged citizens and impacts lives while advancing technology and the public interests of West Texas.

## **Statement of Equal Educational Opportunity**

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 System or any of its institutions on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

# **Graduate Studies Catalog Approval Requirements and Policies**

All curricular requirements, standards, and rules presented in the *Graduate Studies Catalog* must be documented as having gone through the appropriate policy-making/amending and approval procedures as defined in the UT Permian Basin *Handbook of Operating Procedures* and the *Academic Affairs Handbook*. New or amended courses, curricula, and academic policies and regulations concerning graduate education become effective and are incorporated into the *Graduate Studies Catalog* upon review and approval by the respective academic departments and colleges (if applicable), the Graduate Council, the Dean of Graduate Studies, the Provost and Vice President for Academic Affairs and, if required, the President, the UT System Board of Regents, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges. The *Graduate Studies Catalog* is maintained by the Office of the Graduate Studies which ensures that the catalog accurately represents the programs and services of the institution.

## **Graduate Studies Catalog Format, Availability, and Archiving**

The Graduate Studies Catalog is published every year in a digital format. Once the new catalog is published online, the previous catalog is archived and can be accessed via the Office of Graduate Studies' page. Archived catalogs from 1999 to the most recent archived year can be accessed at <https://www.utpb.edu/academics/registration/office-of-the-registrar/catalog-archive>. Students who need information from a past graduate catalog that is not found online should contact Graduate Studies [gradstudies@utpb.edu](mailto:gradstudies@utpb.edu) or 432-552-2530.

## **SACSCOC Accreditation**

The University of Texas Permian Basin is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and masters degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas of the Permian Basin.

The University of Texas of the Permian Basin operates in conjunction with the Rules and Regulation of the Board of The University of Texas System.

## **The University of Texas System Board of Regents**

### **Officers**

Kevin P. Eltife, Chairman

Janiece Longoria, Vice Chairman

James c. "Rad" Weaver, Vice Chairman

Francie A. Frederick, General Counsel to the Board of Regents

## Members

Terms Expire February, 2021

David J. Beck	Regent
Steven Hicks	Regent
Nolan Perez	Regent

Terms Expire February, 2023

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James C. "Rad" Weaver	Vice Chairman

Terms Expire February, 2025

Christina Melton Crain	Regent
Jodie Lee Jiles	Regent
Kelcy L. Warren	Regent

Each Regent's term expires when a successor has been appointed, qualified, and taken the oath of office.

## Administrative Officers

# The University of Texas Permian Basin

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Daniel Heimmermann

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Tatum Hubbard

Wendell Snodgrass

Bradley Shook

Vice President of Information Techn

MJ Heubner

Becky Spurlock

Scott Farmer

Scott McKay

Ana Martinez-Catsam

Scott McKay

Larry Daniel

Steve Beach

## University Calendar

### Spring 2018

Classes begin

January 8

Holiday (Dr. Martin Luther King)

January 15

Last day to add a course

January 17

Last day to drop a course without creating an academic record

January 24

Spring Break

March 12- 16

Last day to drop a course or withdraw

March 23

Last regular Class Day	April 26
Final Examinations	April 30 - May 3
Semester Ends	May 4
Commencement	May 5

**Spring 2018 First Eight Weeks Session**

Classes begin	January 8
Last day to add a course	January 11
Last day to drop the course without creating a record	January 16
Last day to drop or withdraw from this session	February 9
Last day of classes or final exam day	March 2

**Spring 2018 Second Eight Weeks Session**

Classes begin	March 5
Last day to add a course	March 8
Last day to drop the course without creating a record	March 12
Last day to drop or withdraw from this session	April 6
Last day of classes or final exam day	April 27

**Maymester 2018 (3 Weeks)**

Classes begin	May 7
Last day to add a course	May 7
Last day to drop a course without creating an academic record	May 8
Last day to drop a course or withdraw	May 17
Semester Ends	May 24

**Whole Summer 2018 (10 Weeks)**

Classes begin	May 29
Last day to add a course	June 4
Last day to drop a course without creating an academic record	Jun 18
Last day to drop a course or withdraw	July 5
Final Examinations	August 2
Commencement	August 3

**Summer 2018 First Eight Weeks Session**

Classes begin	May 7
Last day to add a course	May 10
Last day to drop the course without creating a record	May 14
Last day to drop or withdraw from this session	June 8
Last day of classes or final exam day	June 29

**Summer 2018 Second Eight Weeks Session**

Classes begin	July 2
Last day to add a course	July 6
Last day to drop the course without creating a record	July 10
Last day to drop or withdraw from this session	August 3
Last day of classes or final exam day	August 24

**Summer 2018 First Five Weeks Session**

Classes begin	May 29
Last day to add a course	June 4
Last day to drop a course without creating an academic record	June 4



Last day to drop a course or withdraw	June 14
Semester Ends	June 28

**Summer 2018 Second Five Weeks Session**

Classes begin	July 2
Holiday (Independence Day)	July 4
Last day to add a course	July 9
Last day to drop a course without creating an academic record	July 9
Last day to drop a course or withdraw	July 19
Semester Ends	August 2

**Fall 2018**

Classes begin	August 27
Last day to add a course	September 5
Last day to drop a course without creating an academic record	September 12
Last day to drop a course or withdraw	November 2
Last regular Class Day	December 6
Final Examinations	December 10-13
Semester Ends	December 14
Commencement	December 15

**Fall 2018 First Eight Weeks Session**

Classes begin	August 27
Last day to add a course	August 30
Last day to drop the course without creating a record	September 4
Last day to drop or withdraw from this session	September 28

Last day of classes or final exam day October 19

**Fall 2018 Second Eight Weeks Session**

Classes begin October 22

Last day to add a course October 25

Last day to drop the course without creating a record October 29

Last day to drop or withdraw from this session November 20

Last day of classes or final exam day December 14

**Spring 2019**

Classes begin January 14

Holiday January 21

Last day to add a course January 23

Last day to drop a course without creating an academic record January 30

Spring Break March 11 - 15

Last day to drop a course or withdraw March 29

Last regular Class Day May 2

Final Examinations May 6 - 9

Semester Ends May 10

Commencement May 11

**Spring 2019 First Eight Weeks**

Classes begin January 14

Last day to add a course January 17

Last day to drop the course without creating a record January 22

Last day to drop or withdraw from this session February 15

Last day of classes or final exam day March 8

**Spring 2019 Second Eight Weeks**

Classes begin March 11

Last day to add a course March 14

Last day to drop the course without creating a record March 18

Last day to drop or withdraw from this session April 12

Last day of classes or final exam day May 3

**Maymester 2019**

Classes begin May 13

Last day to add a course May 13

Last day to drop a course without creating an academic record May 14

Last day to drop\* a course or withdraw\*\* May 23

Semester Ends May 30

**Whole Summer 2019**

Classes begin June 3

Last day to add a course June 6

Last day to drop a course without creating an academic record June 20

Independence Day (Holiday) July 4

Last day to drop\* a course or withdraw\*\* July 11

Final Examinations August 8

Commencement August 9

**Summer 2019 First Eight Weeks**

Classes begin	May 6
Last day to add a course	May 9
Last day to drop the course without creating a record	May 13
Last day to drop or withdraw from this session	June 7
Last day of classes or final exam day	June 28

**Summer 2019 Second Eight Weeks**

Classes begin	July 1
Last day to add a course	July 5
Last day to drop the course without creating a record	July 9
Last day to drop or withdraw from this session	August 2
Last day of classes or final exam day	August 23

**Summer 2019 First Five Weeks**

Classes begin	June 3
Last day to add a course	June 6
Last day to drop a course without creating an academic record	June 6
Last day to drop* a course or withdraw**	June 20
Semester Ends	July 3

**Summer 2019 Second Five Weeks**

Classes begin	July 8
Last day to add a course	July 11
Last day to drop a course without creating an academic record	July 11
Last day to drop* a course or withdraw**	July 25
Semester Ends	August 8

**Fall 2019**

Classes begin	August 26
Last day to add a course	September 4
Last day to drop a course without creating an academic record	September 11
Last day to drop a course or withdraw	November 1
Thanksgiving (Holiday)	November 27-29
Last regular Class Day	December 5
Final Examinations	December 9-12
Semester Ends	December 13
Commencement	December 14

**Fall 2019 First Eight Weeks**

Classes begin	August 26
Last day to add a course	August 29
Last day to drop the course without creating a record	September 3
Last day to drop or withdraw from this session	September 27
Last day of classes or final exam day	October 18

**Fall 2019 Second Eight Weeks**

Classes begin	October 21
Last day to add a course	October 24
Last day to drop the course without creating a record	October 28
Last day to drop or withdraw from this session	November 22
Last day of classes or final exam day	December 13

**NOTE: A DROP** is defined as dropping one or more courses while remaining enrolled in other courses. **WITHDRAWING** is defined as dropping **ALL** courses. **Dropping and withdrawing have two different refund schedules.** See the drop/withdrawal refund schedule for complete details.

## Learning Resources

### Information Resources Division

The Information Resources Division (IRD) provides computer, telephone, networking, and videoconferencing support to the University community. Instructional facilities include the campus network, computer classrooms, multimedia classrooms, interactive video classrooms, computer laboratories and mobile multimedia equipment.

IRD also operates the University data communications network. This high-speed network interconnects buildings, offices, classrooms and laboratories to provide an integrated communication facility for the institution. The University network also connects users to the global Internet. The combination of wide-area and local-area network facilities provides high-speed Internet connections to every office, classroom and laboratory on campus.

Computer classrooms provide for hands-on instruction using modern computer equipment and software. Multimedia classrooms provide modern multimedia presentation capabilities for faculty and students. Interactive video classrooms provide real-time, fully interactive videoconferencing capabilities between the U.T. Permian Basin main campus and a wide variety of distant locations.

### Information Resources Access Policy

The following policy will govern student access to state-owned information resources at The University of Texas of the Permian Basin.

- a. Only individuals showing enrollment in the current semester will be provided access to U.T. Permian Basin information resources. For the sake of this policy, enrollment in any summer term will constitute acceptable enrollment for the entire summer.
- b. If a student is involved in research with a faculty member, the student **MUST** enroll in a research course, and pay the appropriate tuition and fees in order to have access to U.T. Permian Basin information resources.
- c. Students who have received a grade of "incomplete" in a prior semester and who requires access to U.T. Permian Basin information resources as a legitimate requirement for completing the course will be required to pay the established information resource fees currently in effect prior to being provided information resource access.

### The J. Conrad Dunagan Library

The J. Conrad Dunagan Library is a blend of traditional resources and new technology, pursuing a vision of becoming the learning nexus for the university community by offering innovative services and fostering lifelong learning behaviors. The Library is a 66,000 square foot, two story full feature facility opened in January 2001 in its current location. At full capacity, it has seating for 400 students. There are 54 computing workstations and two enhanced workstations available for students with disabilities. A classroom of 20 Macintosh computers is available to students on a part-time schedule. Class sessions and individual instruction promote command of the information seeking skills needed to successfully complete assignments and graduate.

To easily locate books and articles, the library offers FalconFinder, a one-stop, comprehensive discovery tool to facilitate most research needs to a core print collection of more than 700 of the most widely used academic journals,

with another 4000 journals available full-text by means of on-line electronic databases. As well as to 240,000 print volumes and nearly 200,000 eBooks. Library computing workstations are available to facilitate access to electronic databases, commercial full-text materials and the Internet. In addition the library checks out laptops to students. Other types of resources are available in Special Collections, particularly items relating to the history of the Permian Basin area and the western region of the country. These materials include materials by and about J. Frank Dobie, the papers of regional leaders John Ben Shepperd and J. Conrad Dunagan, manuscripts of significant Texas writers, a Texana history collection, unique collections of regional photographs, and the University Archives. <http://library.utpb.edu/>

## The University Math and Science Center

The University Math & Science Center (UMSC) is dedicated to assisting students in improving individual academic performance and retention by offering a supportive environment for developing intellectually. The UMSC provides flexible support, group and individualized instructional services, and technical materials to enhance students' knowledge and skills, test performance, and course retention for most math courses and general science courses.

## The Success Center

The Success Center is the university's initiative geared towards providing a location where academic resources such as tutoring, AVID, supplemental instruction and mentoring can be centrally located. This one-stop shop approach to student success is fostered by an intensely focused team of coordinators and student support staff. Housed in the Success Center are tutors that focus on all levels of math, science, writing, reading, statistics, history and more. In addition to in-person tutoring, the Virtual Success Center and Online Writing Lab (OWL) provides electronic tutoring assistance to students who want to further attain assistance but cannot make it to campus. Please contact the Success Center for additional information

## Publication & Special Projects

To enhance teaching and learning, Publications and Special Projects provides a wide spectrum of teaching assistance including the layout and design of instructional materials such as transparencies, book covers, charts, paper presentations and illustrations. In addition to faculty support, PSP assists in special events projects through graphic design, photography and the coordination of university print requirements.

## REACH Distance Learning Program Center

The Regional Electronic Academic Communications Highway, or REACH Distance Learning Center, is responsible for coordination and deployment of quality distance education through the use of the most advanced and efficient learning technologies available. In a continuing effort to educate those who integrate technology into their teaching, REACH works with faculty to design, develop, deliver and support undergraduate and graduate courses for more flexible delivery to learners of UT of the Permian Basin. The Center's services include training and support for face-to-face sessions, online learning, and blended models. REACH promotes distance education initiatives to exchange online courses and programs with other UT System component institutions through the UT Online Consortium. Course information is on the REACH Distance Learning Center homepage at [www.utpb.edu/online/reach](http://www.utpb.edu/online/reach)

**Admissions:** To take online courses, follow the UTPB admission process starting with completing the application at [www.utpb.edu/admissions/apply-now/](http://www.utpb.edu/admissions/apply-now/)

**Online and E-Advisor** is a service to facilitate the academic advising process for students. For more academic advising information see [www.utpb.edu/academics/undergraduate-success/academic-advising-center](http://www.utpb.edu/academics/undergraduate-success/academic-advising-center) or contact [OnlineAdvising@utpb.edu](mailto:OnlineAdvising@utpb.edu)

**Course materials** are available at the U.T. Permian Basin Bookstore online at [www.bkstr.com](http://www.bkstr.com), [utpb@bkstr.com](mailto:utpb@bkstr.com), or 1.800.381.5151 available between 7am and 6pm CST.

**Computer Requirements:** Current operating and system requirements for online courses can be found at <http://www.utpb.edu/online/reach/technical-requirements> Classroom courses may require additional software that is available at the book store for purchase or, in some cases, may be accessed in the UTPB campus computer labs.

**UTOC:** The University of Texas Online Consortium (UTOC) links to various admissions and registrar offices throughout the U. T. System. Designated contacts at each campus and service support staff of the UT components are available to assist students. To see a full listing of courses and host universities for the online programs, please access the UTOC website at [www.utcoursesonline.org](http://www.utcoursesonline.org) UTPB students may enroll in online courses offered at another UT campus through the Texas Information System (TIS) at [tis.telecampus.utsystem.edu](http://tis.telecampus.utsystem.edu)

## University Facilities

The property, buildings, or facilities owned or controlled by the University are not open for assembly, speech, or other activities as are the public streets, sidewalks, and parks. The responsibility of the Board of Regents and The University of Texas of the Permian Basin to operate and maintain an effective and efficient system of institutions of higher education requires that the time, place and manner of assembly, speech, and other activities on the grounds and in the buildings and facilities of the University be regulated. No person, organization, group, association, or corporation may use property or buildings owned or controlled by the University for any purpose other than in the course of the regular programs or activities related to the role and mission of the University.

Most campus buildings and facilities are accessible to members of the campus community and their guests and visitors during normal business hours, Monday through Friday, and for limited hours on the weekends (this excludes most holidays). Students have access to the buildings during scheduled class sessions including laboratory, library study, and research periods. After normal business hours, including weekends and holidays, all campus buildings are considered closed and secured. Persons needing entry must sign in at the Mesa Building Information Center or utilize "late door entry" procedures. Late doors are equipped with electronic locks and closed circuit television cameras. This electronic access control system can allow access to those authorized entry and assigned a code for the system. Exterior building doors on campus are equipped with electronic alarm, which annunciate at the alarm monitoring company during prohibited hours. A member of the U.T.P.B. Police Department responds to each alarm.

Parking permits are required to park on campus. The parking spaces in all lots are restricted as marked or posted. All underground parking is reserved. Only Student Housing residents are allowed to park at Student Housing. Parking permits are typically purchased during registration and are valid from September through the following August. The permits are marked with an expiration sticker. Permits can be obtained at the Police Department Information Center, located in the Mesa Building Lobby, throughout the school year and are prorated as necessary.

In compliance with the Texas Education Code 51.207, The University of Texas of the Permian Basin has procedures for enforcing State of Texas vehicle inspection laws for vehicles parking or driving on the University campus.

In compliance with the Texas Transportation Code 681.008, The University of Texas of the Permian Basin allows disabled veterans to park with a free University permit in a disabled parking space for an unlimited period of time.

## University Centers and Institutes

### Center for Energy and Economic Diversification

The Center for Energy and Economic Diversification (CEED) encompasses The University of Texas of the Permian Basin research and extension programs targeted to strengthening the economic development of the region. CEED is



housed in a special use facility which carries its name. It has become the focal point for economic development in West Texas. Programs housed in the CEED include the Economic Diversification Program, the Small Business Development Center and the Petroleum Industry Alliance.

## **University Psychological Services and Counseling Center**

The University Counseling and Psychological Services Center is located on the South Campus in the Founders building. Services are available at no charge to U. T. Permian Basin students. Counseling, consultation, psychological evaluations, and educational presentations (by request) are available for students and their families. Office hours are 8:30 – 5:30 weekdays. Evening times and/or weekends may be available by appointment. The Center is also a training site for advanced graduate students in psychology who are completing the apprenticeship requirement for their master's degrees.

## **Petroleum Industry Alliance**

The Petroleum Industry Alliance (PIA) was formed in October 1992. The PIA has established its goals to be:

- An effective catalyst for bringing new oil projects into the Permian Basin;
- A respected research organization in its own right; and
- An agent for education and training related to the oil industry.

One of the most natural of roles that the PIA can play in the Permian Basin is that of an agent or facilitator in technology transfer to the oil and gas industry, especially to the independent sector of the industry. PIA is actively involved in these activities through its educational seminars, short courses and forums. It is also serving the technological needs of the industry through contacts with the Department of Energy, the National Labs and the Independent Petroleum Association of America's Petroleum Technology Transfer Council (PTTC).

The Petroleum Industry Alliance is the one organization of The University of Texas of the Permian Basin directly serving the oil and gas industry.

## **The Jan and Ted Roden Center for Entrepreneurship**

The Jan and Ted Roden Center for Entrepreneurship was officially opened in the Fall of 2004 with private funding from Jan and Ted Roden to foster the entrepreneurial spirit of the students at U.T. Permian Basin. The Center serves as a focal point for all student-related activities in the area of entrepreneurship. Included within the Center are individual cubicles for a creative learning environment, double computer screens, wireless capabilities, collectively with well equip library for student research in the areas of small business and entrepreneurship.

Mission: The Jan and Ted Roden Center for Entrepreneurship will serve as a vehicle for encouraging the entrepreneurial spirit in our students and surrounding community. Primarily, the Center will strive to remind our students that self-venturing is a viable option as a career choice.

## **Small Business Development Center**

The Small Business Development Center (SBDC) program was initiated at U. T. Permian Basin in 1986 and moved to the CEED facility in 1990. The SBDC and its business consultants work closely with potential and existing business owners to ensure that they are as fully prepared as possible to reach their goals and objectives and are available to assist clients with:

- Business Plan development and improvement
- Finding Sources and Preparing for Financing
- Business Start-up/Expansion
- Marketing Research and Planning
- Financial Analysis
- Ongoing Management Issues

The core objective for the SBDC program is to provide clients with consulting and training. This activity focuses on start-up, expansion and problem solving for small business owners in a sixteen county area. A variety of training seminars covering all aspects of business development is presented throughout the year. The Small Business Development Center (SBDC) operates in partnership with the U.S. Small Business Administration.

## **John Ben Shepperd Public Leadership Institute**

The John Ben Shepperd Leadership Forum began in 1985 with private funding and brought leadership training to young people of Texas through an Annual Forum as well as through high school forums throughout the state. To expand on the Forums' vision, the John Ben Shepperd Public Leadership Institute became part of U. T. Permian Basin in the fall of 1995 with funding from the 74th Session of the Texas Legislature.

**Mission:** The Mission of the John Ben Shepperd Public Leadership Institute is to provide young Texans an education for and about leadership, ethics and public service.

## **John Ben Shepperd Programs**

### **Academic Studies**

The Institute supports the BA undergraduate program in the field of Leadership Studies in the College of Arts and Sciences. A feature of the program is the opportunity for students to practice leadership skills through internships with established leaders in the community. In addition, the Institute sponsors scholarly research, publications and seminars on issues regarding leadership. It was instrumental in establishing a new graduate degree program leading to a Master of Public Administration with an emphasis in Leadership Studies at UTPB.

### **Distinguished Lecture Series**

Each year on campus there is a series of distinguished lecturers invited to conduct intensive discussions on selected topics of leadership. This is a unique opportunity for the participants to exchange thoughts and ideas with some of the great leaders of the country. The program is open to the public and is available through video and interactive communication.

### **Specialized Seminars**

The Institute holds a series of seminars concerning various aspects of leadership that can be utilized by business, community and school leaders. The seminars can also be specialized to fit the needs of a specific organization or group.

### **Student Forums**

Throughout Texas, local organizations such as Jaycee Chapters, Chambers of Commerce, colleges and universities, and Electric Cooperatives such as LCRA and ONCOR sponsor student forums. The participants learn the basics of

leadership, communication skills, and goal setting, exchange ideas with local leaders and develop a project to focus on local issues to continue their training and education. Some fifty student forums are held throughout Texas each year, reaching approximately 5,000 high school students.

## **Summer Teacher Institute**

Each summer, the Institute sponsors a month long education program for current teachers. The accepted participants can earn six hours of graduate credit and are eligible for a scholarship that covers the cost of tuition, books, and lodging during the institute, with an option of returning for a second summer of graduate studies.

## **Annual Forum**

The Annual Forum is designed to bring together the experience and wisdom of today's established leaders with the energy and idealism of young emerging leaders to develop skills and ideas necessary to meet the challenges of future generations of Texans. In addition to those who have completed the nomination process, selected members of student forums are invited to attend. During this unique weekend conference, participants develop visions of leadership to encourage them to think specifically of application to issues in their communities.

## **Student Leadership Camp**

Each summer, the Institute hosts an intensive weeklong leadership camp for up to thirty high school students on campus. The goal of the camp is to return students to their respective communities prepared to assume leadership roles at their schools and become involved in public service.

## **Awards and Recognition**

The Institute annually recognizes outstanding Texans with the Outstanding Texas Leader and Outstanding Local Leader awards. Nominations come from the general public, business, academic and political entities. In addition, recognition is given to outstanding students who have met the award criteria.

## **JBS Crisis Leadership and Learning Center**

The JBS Crisis Leadership and Learning Center (CLLC) is an interactive, technology-intensive classroom designed to teach leadership and other related topics through the use of simulations. Currently under construction, it will be operational for the Fall 2017 semester. A group of ten to twenty participants, initially present in the CLLC but eventually networked in from any of the four corners of Texas through the use of remote access technology, will be assigned roles in a simulation of historical or present day events, then bombarded with information and forced to make decisions under pressure to deal with the crisis being simulated. Through this process, participants will be taught the value of leadership, what leadership looks like under pressure, and their own potential as leaders. Depending on the simulation, the participants may also learn important lessons related to other topics, including emergency management, criminal justice, financial literacy, etc.

## **Graduate Studies**

### **Introduction**

Graduate students at UTPB make up about 23% of the student body. Graduate students have a variety of objectives in their studies and are both full time students and students who hold jobs concurrently with part-time study. Graduate studies are often characterized by the faculty as more challenging and more enjoyable because students are studying in areas where they have particular interests. Both degree seeking and non-degree seeking students are goal directed.

The University's graduate programs are administered by the Dean of Graduate Studies and Assistant Vice President of Research under the direction of the Provost and Vice President for Academic Affairs. The Graduate Council, comprised of elected graduate faculty from each college, is responsible for advising the Dean of Graduate Studies and Assistant Vice President of Research regarding policies and procedures for graduate education.

## Programs In Graduate Studies

All Programs are administered through the Office of Graduate Studies and Research. For additional details regarding the specific degree of interest, students may also consult the following graduate program heads:

<u>College of Arts and Sciences</u>	<b>Dr. Scott McKay, Dean</b>	432-552-2222
<b>Master of Science in Biology</b>	Department of Biology Dr. Doug Henderson	432-552-2270
<b>Master of Science in Computer Science</b>	Department of Mathematics and Computer Science Dr. Yuan Quan	432-552-2258
<b>Master of Science in Criminal Justice Administration</b>	Department of Social Sciences Dr. John Fisher	432-552-2357
<b>Master of Arts in English</b>	Department of Literature And Languages Dr. Todd Richardson	432-552-2292
<b>Master of Arts in History</b>	Department of History Dr. Ana Martinez-Catsam	432-552-2313
<b>Master of Science in Geology</b>	Department of Physical Sciences Dr. Mohamed Zobaa	432-552-2246
<b>Master of Science in Kinesiology</b>	Department of Kinesiology Dr. James Eldridge	432-552-2331
<b>Master of Science in Mathematics</b>	Department of Mathematics And Computer Science Dr. Christopher Hiatt	432-552-2259
<b>Master of Arts in Psychology</b>	Department of Psychology with concentrations in: Clinical Psychology or Experimental Psychology Dr. Jamie Hughes	432-552-3345
<b>Master of Public Administration</b>	Department of Social Sciences Dr. Hank Abrams	432-522-2342
<b>Master of Arts in Spanish</b>	Department of Literature And Languages Dr. Jose Moreno	432-552-3306

<u>College of Business</u>	<b>Dr. Steve Beach, Dean</b>	432-552-2170
<b>Master of Business Administration</b>	Dr. Anshu Saran	432-552-2204
<b>Master of Professional Accountancy</b>	Dr. Wayne Counts	432-552-2180
<u>College of Education</u>	<b>Dr. Larry G. Daniel, Dean</b>	
<b>Master of Arts in</b>		
Bilingual/ESL	Dr. Yolanda Salgado	432-552-2600
Counseling	Dr. Maria Avalos	432-552-2153
Educational Leadership	Dr. Kevin Badgett	432-552-2140
Professional Education	Dr. Roy Hurst	432-552-2132
Reading	Dr. Tara Wilson	432-552-2141
Special Education	Dr. Kara Rosenblatt	432-552-2128

## Admissions

University of Texas of the Permian Basin (UTPB) graduate programs comply with Regents' Rule 40303 and Texas Education Code 51.842 (TEC 51.842) by requiring a holistic graduate application review and admission process.

There are five basic requirements for acceptance to a graduate program: (1) a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign institution; (2) a minimum GPA of 3.0 on a 4 point scale on the last 60 hours of coursework leading to the baccalaureate degree. To be considered for conditional admission, other evidence of ability to succeed in graduate study\*; (3) a satisfactory score (if required) on the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT),\*\* or other evidence of ability to succeed in graduate study; (4) adequate subject preparation for the proposed graduate program; and (5) a favorable recommendation from the Graduate Admission Committee of the college/school/department in which the student expects to pursue graduate study, with final approval by the Dean of Graduate Studies.

Note: Individual degree programs may have additional requirements for acceptance to graduate study and advancement to degree candidacy.

\* The "other evidence" may include documentation of professional experience and educational achievement, professional letters of reference, professional awards or achievements, and appropriate scores on the GRE or GMAT. Applicants must clearly document this evidence in his or her Graduate Studies application. Applicants should review

the specific program admission standards of their intended program of study for specific information concerning the "other evidence" considered for admission. By considering multiple factors, such as the combination of grade point average and "other evidence" in its graduate admissions decisions, the university is compliant with TEC 51. 842.

In those cases in which a graduate program wishes to consider and recommend for admission an applicant whose grade point average is below a 3.0, the program must provide a written memorandum specifying the compelling evidence that suggests that the student is qualified for graduate studies. These exceptional cases must be approved by the program coordinator, the dean of the respective college/school, and the Dean of Graduate Studies. This multi-level approval and admission process assures compliance with Regents' Rule 40303, Section 4.

\*\* An applicant's performance on a standardized test may not be used as the sole criterion for admission to a graduate or professional program. In addition, no specific weight will be assigned to any one factor being considered in the admissions process for a graduate or professional program.

All students who wish to apply should:

1. Complete an online application at <https://www.applytexas.org>
2. Present an Official Transcript certifying completion of a bachelor's degree.

Students who intend to apply for a degree program or educational certification should also:

1. Submit Official Transcript(s) that certifies bachelor's degree awarded and, at minimum, contain the last 60 hours of undergraduate course work leading towards the bachelor's degree.
2. Submit standardized test scores as follows:
  - For certification – THEA (Texas Higher Education Assessment)
  - For Business – GMAT (Graduate Management Admission Test)
  - For other programs - GRE (Graduate Record Exam)
  - International students – TOEFL
3. Supply other materials required by the program. (See program descriptions.)

**The Graduate Record Examination (GRE) General (Aptitude) Test:** The General (Aptitude) Test of the Graduate Record Examination is designed to test preparation and aptitude for graduate study. Students seeking acceptance in a graduate degree program except the MBA and MPA must achieve a satisfactory Entrance Score but performance on a standardized test may not be used as a sole criterion for consideration or to end consideration. The GRE is taken at the applicant's expense at licensed sites.

**The Graduate Management Admission Test (GMAT):** The GMAT is an aptitude test designed to measure certain mental capabilities important in the study of management at the graduate level. Students seeking acceptance into the MBA and MPA program must achieve a satisfactory Entrance Score but performance on a standardized test may not be used as a sole criterion for consideration or to end consideration. The GMAT is taken at the applicant's expense at licensed sites.

#### Additional Admissions Information

**Deadlines for Submission of Application:** The application and all supporting documents should be received by the Graduate Studies Office at least 60 days prior to the registration date.

**Criminal Background Checks:** Certain programs require students to submit to and satisfactorily complete a criminal background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. The student is responsible for the costs of the criminal background check.

**Military Service:** A student who withdraws from the university to perform active military service (not including Texas National Guard training exercises) will not have to reapply for admission but will be readmitted upon a request made within one year of being released from active military services. A student may be eligible for the same financial assistance provided before the student's withdrawal.

A student who withdraws from or defers admission to the institution to perform active military service in a combative operation will be readmitted to their program, that previously earned coursework will be applied toward the program, and that any Standardized test score previously submitted will be accepted.

**Senior-Graduate Concurrent Study:** UT Permian Basin seniors needing fewer than 10 semester credits for graduation and meeting other admission requirements may be admitted to graduate study. They must be registered concurrently for all remaining courses required for the bachelor's degree and obtain written permission from the Dean of Graduate Studies and Assistant Vice President of Research to take graduate courses. (The MPA program has provisions for concurrent study. See MPA Dual Degree Program).

## Academic Fresh Start:

### Postgraduate/Professional Programs

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, Section 51.931, and applies for admission to a postgraduate or professional program 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 for admission to the postgraduate or professional program.

**Grade Point Calculations:** The Office of Graduate Studies at UTPB uses the Uniform Grade Point Calculations as prescribed by the Texas Higher Education Coordinating Board, Rules and Regulations, Chapter 5, subchapter A, Section 5.3. The description of this method is shown below. For consistency, this method is also used for subsequent calculations by the Office of Graduate Studies.

### 5.3. Uniform Grade-Point Calculation for Admission to Graduate and Professional Schools.

Procedures for calculating the grade-point average for students seeking admission to a graduate or post-baccalaureate professional school of an institution of higher education will be as follows:

1. Only official transcripts from accredited institutions of higher education shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade-point calculation.
2. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No student's grade may be expunged from his or her record.
3. All grades assigned for academic course work will be used in calculating the grade-point average, except that an institution may base the calculation on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school.
4. A four-point scale will be used in computing the grade point average (e.g.: A, 4 points per semester hour; B, 3.0; C, 2.0; D, 1.0; F, 0.0).
5. A grade or symbol indicating failure (i.e.: F, WF, NC, or in a pass/fail system, FL equals F) will count as hours undertaken, but no grade points will be earned.
6. Excluded from the grade-point average will be any credit by examination (CR), Quit (Q); Withdrew (W); Withdrew Passing (WP); Incomplete (I or X); and a pass grade within a pass/fail system.
7. The grade point average will be computed by multiplying each grade point (see paragraphs (4) and (5) of this section) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken will then be totaled. The total of the products will be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative grade-point average.
8. Academic work at foreign colleges, universities, or preparatory schools shall be excluded from the calculation. In such cases, the grade-point average and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.

### International Students

For purposes of admission, an international student is defined as "a student who is, or will be, in the United States on a nonimmigrant student visa." This specifically refers to the Student (F) and Exchange Visitor (J) Visas. International student admission requirements apply but are not limited to international students on F or J visas. To comply with federal laws and immigration requirements international students must be degree-seeking students in order to enroll at U. T. Permian Basin.

Foreign-born students who are naturalized U.S. citizens or who have immigrant status (permanent resident status) in the United States should note the following:

1. Please allow ample time for receipt, verification and evaluation of any foreign credentials. Regulations for foreign credentials are the same as listed under international student requirements.
2. TOEFL scores or other evidence of communication skills sufficient for classroom work may be requested if the student's first language is not English or if academic preparation was not in English.
3. Financial arrangements required of international students do not apply to resident or naturalized U.S. citizens.

**In addition to the general admission requirements previously listed, the following regulations apply to all international students:**

International Applicants should apply for admission using the ApplyTexas Application (electronic) at [www.applytexas.org](http://www.applytexas.org) at least six months before the anticipated enrollment date and should arrange to have test scores and academic records in the Office of Admission no later than 60 days before the enrollment date. Verification of credentials may also be required. U. T. Permian Basin will issue the documents required (I-20 or DS2019) for student visas after all admission credentials have been received and approved. For more information contact the International Student Adviser at (432) 552-2605. There is no application fee (subject to change). All international students are considered nonresident students for tuition and other purposes.

1. **High School or Secondary School Transcripts** - Submit an official record (transcript) of all secondary school work attempted, including subjects taken and grades earned. In addition, an official copy of final examinations taken at the end of the secondary school program, such as school leaving certificates and matriculation exam results should be submitted. If documents are written in a language other than English, complete and official English translations must be provided. Each transcript (mark sheet) should contain a complete record of studies at the institution from which it is issued (i.e. the subjects taken and grades (marks) earned in each subject.) Send these to UTPB Admissions, 4901 E. University, Odessa, TX 79762-0001.
2. **College/University Transcripts** - Official, certified transcripts of student's academic record (mark sheets) from universities previously attended must be submitted. Both a copy of the official foreign academic record and an official English translation must be included. Moreover, where university level studies are to be considered for possible undergraduate transfer credit, a syllabus, catalog or similar bulletin must be submitted which describes the courses in sufficient detail for proper evaluation.
3. **Certification of Financial Support** – Student must submit a completed and signed Certification of Finances form that provides evidence guaranteeing the student's ability to pay expenses while enrolled at U. T. Permian Basin. This form must be accompanied by documentation supporting the statement in the form of a current letter from a bank or other reliable institution or from the sponsor's employer. (Photo static copies of support statements furnished to meet another university's requirements are not acceptable.) **The University has no financial aid available for international students.** Additional support can be from family members, a sponsor or government with supporting documentation and signatures attached to the Certification of Finances Form (available online at [www.utpb.edu](http://www.utpb.edu).)
4. **English Proficiency** - All applicants whose native language is not English, must submit proof of English proficiency by one of the following:
  - a. TOEFL scores or other evidence of communication skills sufficient for classroom work may be requested if the student's first language is not English or if academic preparation was not in English. Test of English as a Foreign Language (TOEFL) scores must be submitted before admission will be granted. Minimum score for admission consideration is 550 (paper-based), 213 (computer-based), or 79(internet-based). Information concerning the TOEFL may be obtained by writing to: TOEFL, Box 899, Princeton, NJ 08540 (The University of Texas of the Permian Basin institution number: 6914) or



- b. The Academic Examination of International English Language Testing System (IELTS) with a minimum score of 6.5 or better. There is no institutional code for UTPB and so send your scores to UTPB Admission, 4901 E. University, Odessa, TX 79762-0001 or
  - c. An official transcript from a regionally accredited US college or university showing degree earned.
- 5. **Medical Insurance Requirement** - It is required for international students on F-1 visas to have medical hospitalization and repatriation insurance for themselves. Insurance for dependents is optional. Students on J-1 visas are required to carry medical, hospitalization and repatriation insurance for themselves and their dependents.
- 6. **Employment Restrictions** - Students on F-1 visas do not normally have employment privileges. Government regulations require international students to certify that they have finances deemed sufficient by the University while pursuing their degree without employment. Thus, international students should not expect to support themselves through employment while attending the University. International students may request permission to seek employment while attending the University after they have completed one academic year of study. See the International Student Advisor.
- 7. **Full course of study**- Holders of F-1 student visas and J-1 sponsored Student Visas must enroll for a full load of study. Nine semester hours is the minimum load for graduate students.
- 8. **Graduate Studies** - Students requesting admission to graduate programs must comply with all of the above requirements in addition to the graduate studies requirements listed in the Graduate Catalog.
- 9. **International Transfers from U.S. Institutions** – Graduate students wishing to transfer to UTPB will be considered on a case by case basis. Only those students with a grade average of 3.0 or higher will be considered and no more than six semester hours of appropriate course work will be accepted in transfer. In some cases, after the appropriate appeal process is completed, an additional three semester hours may be accepted in transfer. If currently "in-status" under a F or J Visa, the United States Citizenship and Immigration Services (USCIS) must be notified when an international student transfers from one U. S. institution to another. Once a student is admitted, UTPB will provide a **Transfer-In Form** that will need to be completed by the previous U.S. institution and submitted to UTPB to release the active Visa information for update. However, if a student is "**out of status**" with USCIS, that student should reinstate him/herself with USCIS prior to enrolling at U. T. Permian Basin. Questions regarding a student's immediate immigration status must be directed to the international student advisor. It is the student's responsibility to obtain the correct visa and to maintain the appropriate immigration status while in the United States. International students should refer to, carefully read, and make sure the conditions of the visa, noted on the back of Form I-20 or DS2019, are understood **before** signing the form.

## Acceptance Procedures

### **Process:**

Each program has a Graduate Acceptance Committee/Program Coordinator to evaluate applicants for acceptance to graduate programs. Upon receipt of all required documents, i.e., application form, official transcripts of all higher education course work, TOEFL scores for foreign students, and GRE/GMAT scores (as applicable), the Dean of Graduate Studies will certify that an applicant has met the University requirements for acceptance. The office of Graduate Studies will then transmit each advising file to the appropriate Graduate Acceptance Committee/Program Coordinator.

### **Notification:**

Upon completion of its deliberations, the Graduate Acceptance Committee/Program Coordinator returns its recommendation and any conditions of acceptance to the Dean of Graduate Studies, who notifies the student in writing. Acceptance of a student to graduate study is contingent on approval from the Dean of Graduate Studies.

### Acceptance of Degree Seeking Students

Students are accepted to a degree program with regular status or conditional status. Students accepted into programs with other than regular status will be assigned special conditions by which they may attain regular status. These

conditions may include specific courses, the order in which they may be taken, the number of semester hours to be taken and the minimum grade requirements. If these conditions are not met in their entirety, the student will be denied permission to continue in the graduate program.

1. A student is eligible for regular admission if: a) he/she has earned a graduate degree from an accredited college or university and has adequate preparation in the discipline, or b) a bachelor's degree from an accredited institution, adequate preparation in the discipline, and a satisfactory Entrance Score on the GRE or GMAT. Regular admission is offered to students who meet all university and program-specific criteria for admission.

An applicant's performance on a standardized test may not be used in the admissions process for a graduate or professional program as the sole criterion for consideration of the applicant or as the primary criterion to end consideration of the applicant. No specific weight will be assigned to any one factor being considered in the admissions process for a graduate or professional program.

2. A student who does not meet these requirements above may be considered for conditional admission into a graduate or professional program. Conditional admission is offered to students who do not meet all of the specific criteria for regular admission but who show promise of success in graduate study. Among the factors that programs can take into account in recommending conditional admission to graduate studies are the applicant's academic record, standardized test scores, relevant professional experience, community service and extracurricular activities, a satisfactory personal interview and/or written essay, the socio-economic background and the native language of the applicant, and other compelling evidence compliant with TEC 51.842.

Conditional admission refers to a "condition of admission" that is set by the program/department for regular admission into the program. A condition of admission to a particular program may be the requirement to attain and maintain a certain overall GPA or to take and earn a certain GPA in specified courses. These conditions for admission, as recommended by the graduate program coordinator, must be approved by the Dean of Graduate Studies. Students admitted conditionally to a graduate program who do not maintain a 3.0 GPA or who do not fulfill the conditions of admission within the specified time will not be allowed to continue in the program.

To be considered for conditional admission, the following documentary evidence must be submitted to the Office of Graduate Studies:

1. A completed official application to UTPB Graduate Studies
  2. An official transcript showing evidence of a baccalaureate degree granted by a regionally accredited institution (for international students, evidence of a degree granted by a recognized institution)
  3. If required by the program, evidence of acceptable scores on the GRE or GMA
  4. Evidence for having met any additional program-specific admission requirements
3. Provisional admission is offered to students who may qualify for regular or conditional admission but whose application portfolios are incomplete not allowing for a full review and a final admission decision. Provisional admission is a temporary classification in which a student may remain for up to one semester until official confirmation of required application materials are received and evaluated. Final decisions on applicants admitted on a provisional basis shall be reserved until all missing documents are received and evaluated. Provisional status may not exceed one semester. If the conditions of the provisional admission are not met within one semester the student will not be allowed to continue in the program past the initial semester.

To be considered for provisional admission, the following documentary evidence must be submitted to the Office of Graduate Studies:

1. A completed official application to UTPB Graduate Studies
2. An official transcript showing evidence of a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution)

3. All official transcript (s) that show a 3.0 grade point average or better in upper level (junior and senior level) work and in any graduate work already completed.

**NOTE: Each program admission recommendation is made by the designated program Graduate Acceptance Committee/Program Coordinator and does not apply to any other program. A student changing degree programs must apply to and be admitted to the new program choice.**

#### Acceptance of Non-degree Seeking Students

1. Certification Seeking Students:  
Students seeking teacher certification, an endorsement to their teaching certificate, or who wish to accrue credit toward career advancement.

These students may enroll in graduate or undergraduate education or content-area courses with approval of the Certification Officer of the College of Education, the content-area faculty advisor and the Dean of Graduate Studies. No more than 6 credit hours may be taken before completion of admission to Certification.

2. Graduate Enrichment Students:  
Students who wish to take selected courses for their own intellectual or professional enhancement or to transfer those courses to another university.

These students should have no intention to apply courses to a degree program at The University of Texas of the Permian Basin. Graduate Enrichment students may enroll for graduate hours beyond six graduate hours taken at UTPB only with permission of the Dean of Graduate Studies.

**NOTE:** Students who wish to transfer credit to other programs are admissible, but should verify acceptance of the course to their home program prior to enrollment.

## Financial Assistance

Students accepted into a program of graduate study or into a post-baccalaureate certification program at UT Permian Basin are eligible to apply for financial assistance. For more detailed information, students should contact the Office of Student Financial Aid.

**Satisfactory Academic Progress:** Students enrolled in graduate degree programs or post-baccalaureate programs are expected to meet qualitative and quantitative standards similar to the undergraduate programs in order to be eligible to receive financial aid benefits.

In addition, graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.00 or higher. Post-baccalaureate students must maintain at least a CGPA equivalent to that which is required for successful completion of the student's certification or licensing program. Additionally, graduate and post-baccalaureate students must have successfully completed at least 75% of attempted graduate enrollments that appear on their transcript, in order to be considered to be making academic progress. Students who fail to maintain the minimum CGPA requirements will be placed on financial aid warning for one semester. During that warning period the student can receive full financial aid. At the end of the warning period, if the student is still not making academic progress they will be put on financial aid suspension. Financial Aid suspension means students are not eligible for any financial aid until minimum requirements are reestablished. Loans are considered financial aid and are included in the suspension. Students can appeal their suspension and if the appeal is granted, students may be given one more semester to make academic progress, or may be placed on an academic plan. The conditions of the appeal will be made at the discretion of the Financial Aid Committee. Graduate and post-baccalaureate students are subject to the same regulations governing maximum time frames for completing a program of study one and one-half times the stated length of a program. For example, a graduate degree program which requires 36 semester credit hours of graduate study must be completed within 54 attempted hours (36 hrs x 1.50). Other program lengths would be similarly calculated. Leveling work required for admission into a program of study will be added to the program's stated length to determine maximum time allowed for completion.

**Funding for Student Teaching:** Students enrolled in student teaching are considered to be registered as full-time students. Financial Aid will be based on fifth year senior status.

**Outside Funded Fellowships:** Private foundations and research grant programs sometimes offer fellowship grants and stipends to graduate assistants within the various disciplines. Information on available fellowships may be obtained by contacting department chairs and program coordinators.

**Funding for Practicums, Internships and Theses/Projects:** Students enrolled in practicums, internships and theses/projects are considered less than half-time students for purposes of receiving financial aid. Less than half-time students are not eligible for Financial Aid.

**Graduate Assistantships:**

A limited number of Graduate Assistantships are available. Students employed as graduate assistants in either teaching or research must be accepted into a program in a regular or conditional status at the time the appointment is made and enroll in 9 hours of coursework applicable to the degree plan during the fall and spring semester. Students who accept Assistantships are University employees and thus are obligated in the same way as other employees. An explanation of duties and responsibilities will be provided to each assistant. As a University employee, any Graduate Assistant wishing to accept employment in an off-campus job is required to file a written Request for Prior Approval of Outside Employment. The form is available in the office of the Provost and Vice President for Academic Affairs and online located on the UTPB Home Page, Administration, Academic Affairs, and University Forms. Students may not be employed in another University appointment at the same time they hold an appointment as a Graduate Assistant. Additional information and applications can be found on the Graduate Studies and Research website as well as the Handbook of Operating Procedures.

## Services For Graduate Students

The following services are provided to meet the needs of graduate students at UT Permian Basin.

**Library Research Training** - Training sessions designed to address the needs of graduate students in research for class papers, projects, and theses are prepared by the reference staff of the Library. Particular attention is given to procedures for searching and accessing materials which are not actually located on this campus. The resources of other libraries with whom the University maintains cooperative arrangements are important to our graduate students. Contact the library for additional information.

**Graduate Student Advisory Board** - The Graduate Student Advisory Board includes students from each graduate program. Meetings are held throughout the year to keep the Dean of Graduate Studies and Assistant Vice President of Research informed of student concerns.

**Office of Graduate Studies and Research** – In addition to records and policy administration, the Office of Graduate Studies is available to provide information on a wide variety of topics, advise students on the preparation of projects and theses for binding, and facilitate the process for students wherever possible. Requests should be made directly to the office staff.

**Graduation** – Graduate degree recipients are individually hooded at fall, spring and summer graduation ceremonies.

## Catalog Authority

The catalog of the University is the document of authority for all students and becomes effective the first day of the fall semester of which it is published. Any academic unit may issue additional or more specific information that is consistent with approved policy. The information in the catalog supersedes that issued by any other unit if there is a conflict between the two.

## Catalog Updates

The University reserves the right to change the requirements given in the catalog at any time. Changes to program requirements will generally not be made until the next catalog becomes effective.

## Course Descriptions

Course descriptions in the university catalog is correct at the time of publication; students should refer to the course syllabus for additional information about a specific course.

## Graduate Studies Catalog Approval Requirements and Policies

All curricular requirements, standards, and rules presented in the *Graduate Studies Catalog* must be documented as having gone through the appropriate policy-making/amending and approval procedures as defined in the UT Permian Basin *Handbook of Operating Procedures* and the *Academic Affairs Handbook*. New or amended courses, curricula, and academic policies and regulations concerning graduate education become effective and are incorporated into the *Graduate Studies Catalog* upon review and approval by the respective academic departments and colleges (if applicable), the Graduate Council, the Dean of Graduate Studies, the Provost and Vice President for Academic Affairs and, if required, the President, the UT System Board of Regents, the Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools Commission on Colleges. The *Graduate Studies Catalog* is maintained by the Office of the Graduate Studies which ensures that the catalog accurately represents the programs and services of the institution.

## Graduate Studies Catalog Format, Availability, and Archiving

The Graduate Studies Catalog is published every year in a digital format. Once the new catalog is published online, the previous catalog is archived and can be accessed via the Office of Graduate Studies' page. Archived catalogs from 1999 to the most recent archived year can be accessed at <https://www.utpb.edu/academics/registration/office-of-the-registrar/catalog-archive>. Students who need information from a past graduate catalog that is not found online should contact Graduate Studies [gradstudies@utpb.edu](mailto:gradstudies@utpb.edu) or 432-552-2530.

## Graduate Academic Regulations

### Student Responsibility

Students are responsible for knowing degree requirements and for enrolling in courses that apply to their degree program. Knowing University regulations pertinent to the standard of work required for continuation in graduate study is also the student's responsibility.

### Transfer Credits

Credit for graduate courses completed at another accredited institution may be applied toward a master's degree at UT Permian Basin. A maximum of six semester credits may be transferred for the student's program and approved by the student's advisor. The advisor must complete a Graduate Transfer Credit Request form.

Three additional credits may be transferred (total of 9 credit hours) upon approval of the Dean of Graduate Studies. The advisor must complete a petition and a Graduate Transfer Credit Request Form.

Requests for more than a total of nine semester hours of transfer credit must go to the Graduate Council for a decision. The advisor must complete a petition and a Graduate Transfer Credit Request Form.

No course credit with a grade of C or lower may be transferred to UT Permian Basin. No undergraduate course work taken at another university, even when taken for graduate credit, may be transferred to UT Permian Basin. All credit transfers must be approved after acceptance to a graduate program and *prior to the student's completion of 12 semester credit hours at UT Permian Basin*. It is the student's responsibility to initiate the approval process.

Should the advisor and/or the Dean of Graduate Studies not approve the transfer of any credits, the student has the right to submit a petition to the Graduate Council, which will make the final decision.

To insure acceptance of transfer credit toward the master's degree, the student must obtain prior written approval from the student's advisor for any courses taken at another institution after the student has matriculated at the University.

No correspondence study credits apply toward the minimum requirements for the master's degree, and no credit more than 8 years old at the time of graduation may be applied toward requirements for the degree. A maximum of 6 credits of approved extension course work, whether completed through the University or at another institution, may be applied toward meeting minimum requirements for the master's degree.

Web based courses offered through UT System Consortia agreements may be governed by specific program guidelines. Students should consult their program head for details.

## **Additional Course Credits**

No course counted toward another degree may be counted toward a master's degree, either directly or by substitution.

Students may apply a maximum of six credit hours of 4000-level courses toward master's degree requirements. In order to be eligible to count toward the degree, these courses must be approved by the master's degree committee and taken after acceptance to a degree program.

A maximum of six credit hours of 6000-level course work taken prior to acceptance in a master's degree program may be applied to the degree, subject to the approval of the student's graduate committee.

## **Self-Paced Instruction (SPI)**

Self-paced instruction (SPI) is often referred to as personalized instruction in master learning. Self-paced courses are designed to permit students to complete courses as rapidly as they are capable, or to take more time if needed to master them. SPI usually requires no formal class meetings, although in many courses the instructor meets once a week with a group of students desiring additional interaction or discussion. Most student-instructor contact in SPI is on an individual basis. Students enrolled in SPI courses are expected to interact with the professor either individually or in a group situation at least once each week or as often as a given course requires.

Self-paced courses are offered in many fields or degree programs. Students in SPI courses are provided with a course outline including instructions for study, activities to complete, sources of information and other necessary instructions. Students may visit the instructor as often as needed to discuss and clarify the course material and to answer questions. When students believe they have mastered a unit within a SPI course, they may take the appropriate test. If students

pass at the prescribed level, they proceed to the next unit. In some courses, if students do not pass the unit, they may restudy it until they pass the test. Each unit must be passed in sequential order, so when all units and tests are successfully completed, students should have mastered the course material.

Since students may not need to attend class in SPI courses, they may begin such courses at any time up to four weeks prior to the end of the semester. Established deadlines for adding or dropping courses published in the course schedule refer to courses taught only on a conventional basis and not to courses taught on an SPI basis. SPI courses may not be dropped during final examination week. Although students have the option of continuing an SPI course into a succeeding semester, they are encouraged to complete it during the same semester for which they register. Students who do not complete the course in one semester's time may receive a grade of Z (satisfactory work in progress) and must reregister during a subsequent semester when the course is offered and pay tuition for the course if completion is desired.

Partially self-paced courses are administered on the same basis as regular courses. The registration, drop-add, withdrawal, course completion and grading for partially self-paced courses are administered as all other conventional classes.

## Technology Assisted Study

Students are encouraged to take advantage of the latest technological advances on the campus. Changes continue to facilitate the delivery of distance education classes to the far reaches of the Permian Basin and beyond. These same technologies bring expertise from across the state onto the UT Permian Basin campus.

Current technologies suggest primary techniques are web based, (course can be completed from an off campus computer access point) web assisted, (as one of the learning approaches included with other more traditional methods) and interactive video (multiple sites are connected in real time). The integration of technology as a tool in academic efforts will continue to change. Since UTPB is a leader in these efforts for students in the state of Texas, no current list can capture the options that may be available in the near future.

Course requirements will vary. They may include specific deadlines or could be partially self-paced. No conclusions about format can be made without communicating with the instructor for the course. In general, these technology assisted courses require a greater level of individual initiative on the part of the student while offering some flexibility over traditional methods.

## Contract Study

Several types of independent study are available at UT Permian Basin. These are referred to as contract study courses, which include readings, special problems, library research and certain other learning activities. Before students may register for these courses, plans for the proposed study showing the objectives, procedures to be used for evaluation, and other plans must be written and approved by the appropriate instructor, and by the Dean or Department Chair.

Contract studies are not intended to substitute, by content, for courses listed in the catalog.

Contract Study courses require a contract study form to be filled out by the faculty supervisor, signed by the student/faculty supervisor/college Dean, and turned into the Registrar's Office.

Contract Study is available only in disciplines in which the master's degree is offered. Contract study should not include course work which is offered in regular undergraduate or graduate courses. SPI enrollment would be the preferred mode for individual enrollment in such a course. All enrollment forms will be routed through the Dean of Graduate Studies and Assistant Vice President of Research for approval prior to acceptance by the Registrar. A limit of six semester credit hours is established for the amount of contract study credit which will be accepted for a master's degree.

## Course Load

Nine semester credit hours constitute a full-time semester load for traditional graduate students. Effective Summer 2019, six semester credit hours constitute a full-time semester load for graduate students enrolled in accelerated (AP) programs. The maximum course load for graduate students is 15 semester credit hours in a fall or spring semester or 6 semester credit hours in a six week summer term. Students are not allowed to carry more courses in any term that would allow them to earn more than one semester credit per hour per week over the course of the term. For example, in a five and a half week summer term, students should not generally be allowed to enroll for more than six semester credit hours.

Registration in excess of the maximum course load requires approval of the Dean of Graduate Studies.

Since the maximum load is determined by the Texas Higher Education Coordinating Board Rules, permission can be given only under exceptional circumstances. Students employed by UT Permian Basin as student or teaching assistants must reduce their course loads accordingly. Students on academic probation should reduce their course load until their GPA is improved and probationary status is removed. The maximum credits for which students may register in a semester or summer term apply to the combined credit for both conventionally taught courses and self-paced courses. If students finish a self-paced course before the end of the semester or summer term, they may register for another self-paced course immediately or at any time during that semester up to four weeks prior to the end of the semester.

## Attendance and Religious Holidays

Class attendance is required for those students taking developmental coursework (classes numbered 0398 and 0399), students enrolled in freshman level courses, international students, students receiving veteran's education benefits, and students receiving federal Title IV financial aid. In addition, some disciplines and many instructors have class attendance requirements. Students should consult with the individual instructors concerning class attendance requirements for the course.

The University may void the registration of a student who has not attended any classes or attended two or fewer days of classes on or before the twentieth class day. Faculty shall report to the Senior Associate Vice President for Student Services or other designated University officials any student who is not attending classes as required above. The Office of Student Services shall seek to contact the student through their official campus contact information and permanent address information in the Registrar's records. If the student cannot be contacted or has only attended two or fewer days of classes on or before the twentieth class day the University may void the student's registration. After receiving written notification from the Senior Associate Vice President for Student Services or other designated official to void a student's registration, the Registrar will send a registered letter notifying the student of the University's action and appeals process under the Handbook of Operation Procedures, part five, section 2. If a registration is voided, tuition and fees will be refunded minus the matriculation fee and other non-refundable fees. Students should also be aware that the voiding of their registration may leave them with a financial liability to the University or Financial Aid Provider for financial aid paid to them for expenses other than tuition and fees. The Office of Financial Aid will send a student, whose registration, is voided a notification of obligations owed.

Students should consult with individual instructors concerning class attendance requirements. Policies of the faculty may vary since graduate classes are generally smaller and more interactive, attendance and participation may be major factors in evaluation of performance.

The University shall 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 class day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that religious date that the student would be absent for a religious holy day. The notification referred to above shall be in writing and the student shall deliver it 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. Although a student who is excused under this policy may not be penalized for the absence, the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Students must be excused from scheduled classes or other required activities if the student is called to and participates in active military service for a reasonable brief period. The student will be allowed to complete an assignment or exam within a reasonable time after the absence. Students may be excused from attendance for reasonable personal and activity events, but cannot be excused from graduate level performance in the course. If the student is aware of conflicting events, it may be better to enroll at a later date rather than jeopardize performance.

## Academic Honesty

Graduate students are expected to pursue their academic careers with honesty and integrity. The value of an academic degree is dependent on the integrity of the work done for the degree. Academic honesty is thus important to all students, as well as the faculty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion (Handbook of Operating Procedures, Part 5, Section 1).

"Cheating" on a test includes:

- a. Copying from another student's paper;
- b. Using during a test, materials not authorized by the person giving the test;
- c. Collaborating with or seeking aid from another student during a test, without authority;
- d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of a test;
- e. Substituting for another student or permitting another student to substitute for one's self to take a test; and
- f. Bribing another person to obtain a test or information about an un-administered test.

"**Plagiarism**" means the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work offered for credit.

"**Collusion**" means the unauthorized collaboration with another person in preparing written work offered for credit.

Further information on "Student Conduct and Discipline" is included in the Student Guide available in the Office of Student Life.

## Grading Policies and Academic Progress

Students in graduate programs receive credit only for courses in which a grade of **A**, **B** or **C** has been earned. No more than two **C** grades in 6000-level courses may be counted toward the degree. Credit toward the degree will not be granted for any 4300-level courses in which a **C** is earned. Occurrence of a **D** or **F** in a graduate program shall be grounds for dismissal from the graduate program. The master's project/thesis will be graded **S** for Satisfactory and **U** for Unsatisfactory. All practicum courses will be graded by **S** and **U**. The **S** does not calculate in the Grade Point Average (GPA). The **U** calculates as a failing grade in the GPA. Degree candidates are required to present an overall average of not less than **B** (3.0) at the end of their program of study. Pluses and minuses do not enter into the GPA calculation.

For project/thesis work in progress, the letters **PR** will be assigned in lieu of a final grade. Upon completion of the master's project/thesis and upon final evaluation by the committee and approval by the Dean of Graduate Studies, grades for the most recent enrollments (not to exceed six credits for thesis and three credits for project) will be converted to **S** or **U**. The **PR** grade does not calculate in the GPA at any time.

A grade of **I** (for conventional, independent study and partially self-paced courses) or **Z** (for self-paced courses) is reported when students have not met all requirements of a course by the end of the semester and the instructor

considers the allowance of additional time to complete course requirements justified. When reporting an **I** grade, the instructor must complete an 'Incomplete Report' specifying: (1) the deficiency or the additional work to be done; (2) the length of time allowed to complete the work (no later than the last class day of the subsequent semester, summer excluded). When filing an Incomplete Form, the graduate faculty must indicate a default grade of B, C, D, F, or NG to be applied in the absence of a grade form indicating completion of the course. Faculty may extend an incomplete for a second semester by filing a second Incomplete Form with the Registrar. A student who registers for a class and then fails to attend any class meetings or take any test, and who neither withdraws nor formally drops the course, will be assigned the grade of **F**.

In self-paced instruction (SPI) courses in which a student makes satisfactory progress, but does not complete all requirements by the end of the semester in which registered, the instructor may report a **Z** grade. Students desiring to complete the course must reregister in the semester when the course is next offered and complete all remaining requirements for the course during the semester. The grade of **F** may be awarded for failure to achieve minimal standards in self-paced courses.

While the **Z** grade carries no penalty, the presence of many on the transcript may reflect poor schedule management. **Z** grades remain part of the permanent student transcript.

The grades of **S** and **U** are final grades used for student teaching, certain seminars, courses for demonstration of proficiency in writing and conversation, certain non-degree courses, and in a limited number of other courses which, upon petition, may be approved by the Dean; otherwise, normal grading procedures apply. The intent of the faculty and administration at UT Permian Basin is to ensure that every student receives fair treatment in the academic process.

Any course in the Fall and Spring semesters dropped after the **10th day** of the student's enrollment in the course requires the instructor's signature on the drop form. A grade of **W** will be assigned for the final grade in Fall and Spring semester courses dropped after the 12th class day (4th class day in the summer).

Continuation in a graduate degree program is dependent on satisfactory progress in resolving any acceptance conditions and maintenance of not less than a **B** average (3.0 GPA) in all course work taken according to the program plan. Provisional status students accruing graduate credit course work are bound by the same scholastic standards that apply to regularly enrolled degree-seeking students.

Graduate students taking undergraduate courses which are not part of their degree program and taking undergraduate courses will be held to the same GPA requirements as regular undergraduate students taking the same courses, which is a GPA of at least 2.0. Teacher certification students must maintain a GPA of at least 2.75.

A student whose GPA falls below the GPA requirements stated above will be placed on probation for one semester or 6 semester credit hours. Failure to bring the cumulative GPA up within that period may result in dismissal.

## Repeat Policy

All courses taken at U.T. Permian Basin, whether passed or failed, remain a permanent part of the student's records. If a course is repeated, all the grades will be used to compute the cumulative grade point average (GPA) for all purposes. Repeated courses will be counted only once for credit.

## Student Academic Appeal Procedures/Readmissions

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is

final unless compelling evidence shows discrimination, differential treatment, or factual mistake. If evidence warrants appeal, the student may pursue the matter further by directing a letter to the Dean. The letter should state the problem; state why the student concludes fair treatment was not received and provide a description of any evidence that would substantiate the claim. The President's Office shall constitute the final step in the appeal process.

After one semester, a student who has been dismissed may reapply for admission and must present evidence of reasonable expectation to succeed in graduate study. A student dismissed a second time may reapply after one full academic year. No student may reapply after three dismissals for academic deficiencies.

A former graduate student must notify the Graduate Studies Office of the intention to return to study at the University. A student who has not attended the University for two or more terms or who wishes to pursue a different major upon returning must report to the Admissions Office and complete an application update. Notification of attendance at other institutions must be provided and transcripts from all other institutions must be submitted.

Any student who is not eligible to return immediately to a former institution is not eligible to enroll at the University. Any student who is dismissed from one program at the University is not eligible for admission to any other program except as allowed by the time constraints given above.

A student who is dismissed for disciplinary reasons from another institution will not be readmitted at the University.

## Drops, Adds and Withdrawal

Dropping a course or courses should not be confused with withdrawing from all courses. In courses taught on a conventional basis, a student may drop the course any time up to the last day of the 10th week of classes. Students should consult the academic calendar for the last day to drop. College of business students must have the permission of their academic advisor to drop or add a course. All other students may drop courses without permission of the instructor during the first ten class days in the Fall and Spring semesters (four class days in summer). Students must obtain the signature of the instructor whose course they are dropping if they drop the course between the 10th class day (4th class day in summer) and the last day to drop classes as given on the academic calendar for each Fall and Spring semester.

Once a student has registered and paid tuition and fees for a course section, the student is considered enrolled in that class until the student officially drops the class at the Registrar's Office. Enrollment is not complete until all tuition and fees have been paid. Students will not be admitted to classes for which tuition and fees have not been paid. The student must submit all requests to drop a course in writing to the Registrar's Office. **Neither faculty, relatives, nor friends may drop or add courses for a student. Add/drop forms must be completed at the Registrar's Office prior to the end of the last day to drop. The student should note the academic calendar for the last date to drop. Failure to drop a class which is not being attended will result in a failing grade on the academic record.** Students may withdraw from all classes after the last date to drop with permission of their advisor and Dean or Department Chair. For refund dates, the student should note the Refund Policy in the section on Tuition, Fees, and Deposits in this catalog.

Adding a course is subject to the same advisement, course load, admission and prerequisite requirements as original registration. Consulting with the advisor in advance of registration can reduce the need for late adds.

Students enrolling late in a course should not expect special make-up assistance from the instructor.

In the case of courses taught on a self-paced instruction (SPI) basis, students are encouraged to enroll as early as possible. However, courses taught on a SPI basis may be added up to four weeks prior to the end of the fall or spring semesters. An equivalent date will be established for the summer term as announced in the summer class schedule. After the late registration period, SPI courses may be added only with the permission of the instructor and the Dean of the school or college in which the course is taught. Students not completing an SPI course by the end of the semester must reregister and pay all applicable fees to continue the course in the next semester in which it is offered. Students may drop an SPI course at any time up to the last date to drop, as shown in the academic calendar.

Withdrawing from the University should not be confused with dropping a course(s) while remaining enrolled in others. Students desiring to drop every course in which they are enrolled are considered to be withdrawing. Students should secure a withdrawal petition from the Registrar's Office, complete it and obtain the signature of the Business Office, the Library, Security, and the Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal.

If a student wishes to withdraw, a completed withdrawal form must be submitted to the Registrar's Office prior to the final date to withdraw. A withdrawal requested after the last date to drop must have the permission of the Dean. Failure to withdraw from a class which the student has never attended or has stopped attending will result in a failing grade on the academic record. A withdrawal request becomes effective the date the completed and signed form is received from the student by the Registrar's Office. Students who have withdrawn from the University need not apply for readmission unless they have been absent from the University for more than two semesters.

## Program Planning

Upon acceptance into a graduate program, each student will be assigned a faculty advisor by the department chair or coordinator of the program in the student's field of major interest. Prior to completion of one-half of the course credits required for the degree, the advisor and the student will nominate a committee of three or more members of which the initial advisor may or may not be the chair or a member. Each graduate student's committee will consist of graduate faculty members from the academic discipline(s) offering the degree, plus one member from outside the discipline(s) who will represent the graduate faculty. At the time the student's committee is formed, the graduate faculty representative will be appointed by the Dean of Graduate Studies and Assistant Vice President of Research who will also approve the committee and the student's degree plan. Students in the MBA and MPA programs following an established non thesis plan of study may not be required to have a committee.

The committee is responsible for developing the student's program of study, for arranging and conducting examinations and for certifying the student's completion of all requirements for the degree. All recommendations by the committee are subject to review and approval of the Dean of Graduate Studies.

Candidacy for the master's degree is established when, following acceptance into a degree program and completion of all acceptance requirements, the graduate student and the advisor plan a program of study recorded on the degree plan form which is approved by the student's committee, the department chair or program coordinator, and the Dean of Graduate Studies.

Filing of the degree plan with the Office of Graduate Studies should be done upon or prior to completion of 12 semester credit hours of degree requirements and must be done prior to completion of 18 semester credit hours toward the degree. Students failing to submit a degree plan or receive approval may be required to complete one-half of the required credits (exclusive of project/thesis) after approval is received. The degree plan should list all courses, any special projects, and any other educational experiences that are to be a part of the master's program. It is not necessary to include the topic if the project/thesis option is chosen. Students must accept responsibility to obtain a degree plan.

The degree plan is not official until:

1. It is signed by the student, committee members, program head, graduate faculty representative and Dean of Graduate Studies and,
2. It is filed in the Graduate Studies office.

All revisions to the degree plan, if necessary, are made on a separate form, "Graduate Academic Petition for Exception to Graduate Policy." Further information is available through the Office of Graduate Studies.

The master's degree must be completed within eight years. No course more than eight years old at the time of graduation may be applied toward requirements for the degree. This includes any transfer credit and project or thesis credit. For example, if the first course on the degree plan is dated Fall 2010, the student must graduate in or before Summer 2018.

# Requirements for Completion of the Degree

At least one third of the credit hours required for a graduate or post-graduate professional degree must be earned at U.T. Permian Basin. Successful completion of all courses and research requirements does not assure receipt of the master's degree. After all requirements have been fulfilled, candidates may be required to sit for an oral examination by their committee, which includes a representative of the graduate faculty.

The examination covers the subject matter of the candidate's field or discipline and research, if a project/thesis is part of the student's program. Candidates must demonstrate an appropriate level of knowledge and understanding of their field and research effort in the oral examination. Two negative votes on a committee of four or more members results in failure. Candidates failing the oral examination may sit for reexamination only twice more within five years of the initial failure. Candidates failing the examination will be given direction for study and rewriting of the project/thesis report in order to improve the chances of passing the examination on a subsequent attempt. To determine if a program requires a written or oral examination, thesis, project or seminar consult the description for degree. Some programs have options available for student programs.

If the student prepares a thesis or project, final copies of the master's project/thesis must be prepared according to the regulations presented in the current edition of *INSTRUCTIONS FOR PREPARATION OF MASTERS THESIS AND RESEARCH PROJECT REPORTS*. Students must submit not less than an original and three copies of the project/thesis. Research papers and thesis authored by the student will be available to interested members of the public.

The Dean of Graduate Studies examines each project/thesis to determine whether or not it meets format guidelines. In order to reduce the number of last minute corrections, the student is encouraged to consult with the Office of Graduate Studies during preparation of the report and to submit the master copy of the final draft of the report for review before having additional required copies prepared. This copy should be submitted for review well in advance of the deadline to allow adequate time for the Office of Graduate Studies review, time for the student to make necessary corrections and time to have the final required copies made.

Due to the part-time status of the majority of graduate students, no standard, continuous registration is required by policy of the Office of Graduate Studies. However, each student must register for the number of hours determined by his/her committee for the master's project/thesis. Students must register for 6398/6399 each semester in which they work under the supervision of their advisor toward the completion of the project/thesis and/or use the resources of the University. Although multiple registrations for these courses are common, a maximum of three hours for project or six hours of credit for thesis will be granted on the final academic record.

There may be financial aid or other requirements for continuous registration for individual students. Any student who is not enrolled for a two term period will be asked to update his or her file and may find that a newer version of degree requirements is applicable.

The prospective graduate must complete and file an application for graduation during the registration period of the semester graduation is planned. Students failing to graduate after paying the graduation fee will forfeit that fee and must reapply when they register for the semester in which they intend to graduate. Within the semester of graduation, a degree check will be initiated for the student. The student must enroll for at least three semester credit hours in one of the standard numbered courses during the semester in which graduation actually occurs or, if eligible and approved, register in absentia.

Registration in absentia may be permitted upon approved by the committee chair and the Dean of Graduate Studies. Candidates for a degree who has completed all the requirements for graduation including successful completion of an oral thesis or project defense, if required, and who need to register for the purpose of having a degree conferred (not to take courses or complete a thesis or project) are eligible to register in absentia. Candidates who have provided a written thesis or project to their committee chair and successfully completed their oral thesis or project defense prior to the end of the registration period for the semester of graduation are deemed to be eligible for in absentia registration if the student has previously registered for the maximum credit hours of thesis or project allowed to count toward the degree.

The most common use of in absentia registration occurs when students complete their thesis or project after the deadline for thesis or project submission in a semester, and thus graduate in the following semester.

After registration for credit during a semester or summer session, a change to in absentia status must be approved by the Dean of Graduate Studies and processed through the add/drop procedure; i.e., a student will drop the courses for which he/she has registered and add the in absentia registration. All fees, less the in absentia fee, will be refunded if the change is made during the first twelve class days. After the twelfth class day, no refunds are made and no additional charge will be assessed for the in absentia fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an in absentia registration.

## Campus Life

## Campus Life

The University provides a wide range of services and programs to help UTPB students develop leadership skills, designs and implements activities for UTPB students to enjoy between, before, or after classes, and creates a welcoming atmosphere for students to relax, study, watch television, or participate in on-campus programs.

**New Student Orientation – Student Orientation, Advising and Registration (SOAR):** The Office of Student Life coordinates summer and January orientations for new students. Orientation leaders are students who can help new students become familiar with programs, services, and other resources available to them on campus. If you are interested in helping new students transition to college and learn about UTPB please consider becoming an Orientation Leader.

**University Performance Groups:** Students are encouraged to engage in campus life through the various sponsored groups. These groups are Ballet Folklorico, Cheer Team, Choir, Falcon Heat Dance Team, Marching Band, Mariachi, Orchestra, Pep Band, and Step Team. Each group has an advisor or coach who recruits, instructs, directs and manages the group. Scholarships are available to qualified participants. These groups perform throughout the year on and off campus.

### **Student Media:**

The University supports the dissemination of news and information of student interest and the publication of literary and artistic student work.

*The Mesa Journal*, the award-winning student newspaper for U. T. Permian Basin, publishes news and information regarding the University, its students, and national or international news that affect the University community. *The Mesa Journal* provides an opportunity for students to gain newspaper journalism experience while attending the University.

*The Sandstorm*, an annual magazine-yearbook publication, is a collection of poems, short stories and essays submitted by students and selected by a panel for publication. The magazine also prints photographs of student art that includes painting, sculpture, pottery and photography. The editor and staff of this student publication are selected from the student body. Applications for editor are received from returning students and incoming students with publication experience.

**Student Senate:** The Student Senate is the elected student organization representing the interests and needs of the student body and is recognized by the administration of U. T. Permian Basin and by the Board of Regents of the U. T. System. Officers are elected at the end of each spring semester and Senators are elected at the end of spring and early in the fall semester. Candidate registration forms are available through the Student Senate Office. Students are

encouraged to seek elected offices. The Student Senate makes recommendations to the administration on policies that affect the student body and appoints students to sit on important University committees with faculty and staff members.

**Campus Activities Board:** The Campus Activities Board (CAB) is responsible for identifying, budgeting, and developing cultural, social and recreational programs for the student body. Students are encouraged to contact the CAB to get involved as volunteer activity programmers or as paid part-time staff members. CAB brings in a variety of aspiring artists and entertainers, sponsors various events, and takes students to leadership development conferences.

**Student Clubs and Organizations:** Students are encouraged to join or develop clubs and organizations that unite members with a common cause or interest. Such organizations allow students to pursue specialized interests and to have an opportunity to interact with classmates and professors in an atmosphere different from that of the classroom. Involvement in student organizations also provides a means of practicing leadership skills.

The Office of Student Life is responsible for the registration of student clubs and organizations and publishes a guide for the development of clubs and organizations. The Office of Student Life also provides various resources for student organization development, work stations and materials, and training on U. T. System policies and campus policies.

In compliance with Title IX of the Education Amendments of 1972, student organizations may be single sex organization only if they are a "social fraternity."

**The Gymnasium/Pool Complex:** The three-story building is designed for recreational use by students, faculty and staff and their families. The Gymnasium/Pool Complex consists of racquetball courts, two volleyball and badminton courts, and three basketball courts. The complex has an exercise room equipped with free weights and a full set of station weight machines. In addition, there is an athletic field, four lighted tennis courts, and 3.5 miles of walking, jogging and skating trails. The Olympic-size swimming pool is the largest outdoor pool in Odessa. It is heated for comfort and has certified lifeguards on duty during operating hours. The pool is open late March through late October, depending on weather.

**Housing:** The University of Texas of the Permian Basin offers a variety of options for students who desire to live on campus. The UTPB Residence and Dining Hall is the designated housing for incoming freshmen students. Freshmen options in the Residence and Dining Hall include a four bedroom unit, or a two person double occupancy unit. Each floor of the three story Hall has study/Teaming rooms, laundry, and lounges for student convenience. Upperclassmen have the following options in the apartment-style units: four bedroom unit, two bedroom unit, and efficiencies. Most buildings have a central laundry room downstairs for student convenience. The University also offers options for married students who may select from a one bedroom or two bedroom unit.

The housing area is within easy walking distance of the University Mesa Building, the Visual Arts Building, the Library/Lecture Center, and the Science and Technology building. Each student unit is fully furnished. All Student Housing prices include the cost of electricity, water, sewer, cable, internet, laundry, garbage collection, maintenance, and police security. Student Housing is available on a first-come, first-served basis, and students must be enrolled. For additional information contact the Student Housing Office.

**Bookstore:** The Bookstore, which is located in the courtyard area of the Mesa Building, carries course-related textbooks, general books, additional course materials, school supplies, discounted software for UTPB students, and collegiate apparel and gifts. Textbooks, clothing, and gifts can be ordered through the Bookstore website ([www.utpb.bkstr.com](http://www.utpb.bkstr.com)) for either store pick-up or shipment to the student's home. Graduation Regalia and graduation announcements are also ordered through the Bookstore.

Refunds on textbooks are allowed for the first 7 days of class in long semesters, and first 5 days of the Summer sessions. Although the Bookstore does buy textbooks daily, scheduled buybacks are held during finals week in long semesters and held twice during the summer. Visa, Mastercard, Discover, and American Express cards are accepted, and gift cards are available. "A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." *Texas Education Code*, Section 51.9705.

The course syllabi include textbook information, including to the extent practicable the International Standard Book Number and will be available on the bookstore website for every required and recommended textbook and supplemental materials.

## **Testing Services And Academic Accommodations Department**

The Testing Services and Academic Accommodations Department is a multiple resources center for students. This office provides both direct and indirect services to all students and the community.

### **Students with Disabilities Assistance**

The Testing Services and Academic Accommodations office provides information about accommodations and provides services to students with disabilities. Students admitted to the University should contact the office one month in advance to set up services.

### **PROMETRIC Testing Center**

Administers Professional Exams for the community at large such as, CPA, API, ABP, GRE, MCAT, HRCI, FSBPT, ANCC, TExES, TOEFL, and much more.

### **Developmental Education**

Coordination of student placement who test into developmental courses, and Coordinate the teaching of this courses with Adjuncts.

## **Career Services**

The U.T. Permian Basin Career Services Office provides career counseling, serves as a liaison between students seeking employment (work study, on campus and off-campus) and prospective employers and develops career related programming for students and alumni. Services available include the MYPLAN career exploration system, the College Central Network recruitment website, resume assistance, video-taped mock interviews, on-campus interviews, and resources pertaining to job-hunting skills. The Career Services department also administers the study abroad program, the On-Campus STAR internship program and the UTPB Work Coop program. Go to the University website [www.utpb.edu](http://www.utpb.edu), then locate Career Services (under Student Services).

### **Career Guides**

Resource books and handouts are available in the Career Library. Resources include books, handouts and videos developed and available through the departmental website. Call 432-552-3634 for assistance or email [careerservices@utpb.edu](mailto:careerservices@utpb.edu).

## **Regulations Governing Student Conduct**

The University reserves the right to restrict the enrollment of any student for disciplinary or academic reasons.



## **Disciplinary Procedures**

All students at The University of Texas of the Permian Basin are subject to all the Rules and Regulations of the Board of Regents of The University of Texas System and all institutional rules and regulations. Rules regarding students conduct and discipline are included in Series 50101 of the Regents' Rules and Regulations, The University of Texas of the Permian Basin Handbook of Operating Procedures.

According to the Regents' Rules and Regulations, the Dean of Students has the authority to take interim disciplinary action when the continuing presence of the student poses a potential danger to persons or property or a potential threat of disrupting any authorized university activity.

Disciplinary action could include:

- Disciplinary probation.
- Withholding of grades, official transcript and/or degree.
- Bar against readmission.
- Restitution or reimbursement for damage to or misappropriation of institutional or System property.
- Suspension of rights and privileges, including participation in athletic or extracurricular activities.
- Failing grade for an examination or assignment or for a course and/ or cancellation of all or any portion of prior course credit.
- Denial of degree.
- Suspension from the institution for a specified period of time.
- Expulsion (permanent separation from the institution)
- Revocation of degree and withdrawal of diploma.
- Other penalty as deemed appropriate under the circumstances.

## **Drugs/Narcotics**

Any student who is guilty of the illegal use, possession, and/or sale of a drug or narcotic on the campus of U.T. Permian Basin or any other U.T. System component institution is subject to discipline. If a student is found guilty of the illegal use, possession, and/or sale of a drug or narcotic on campus, the minimum penalty shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges.

## **Intoxicating Beverages**

The use of intoxicating beverages is prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. State law will be strictly enforced at all times on all property controlled by the System and its component institutions.

## **Solicitation**

No individual, organization, group, association, or corporation may use the grounds, buildings, or facilities owned or controlled by any component institution or by the System except as permitted by the provisions of the Regents' Rules and Regulations and approved institutional rules and regulations. Campus facilities are not otherwise open to the public. Exceptions include collection of memberships dues by faculty, staff and student organizations and approved fund-raising performed by registered student organizations.

The term "solicitation" means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the

request to support or oppose a vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or federal law or local ordinance.

### **Hazing**

The 70th Texas Legislature enacted a law concerning hazing which became effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the Vice President for Student Services firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any persons who report a specific hazing event to the Vice President for Student Services; and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$1,000.00, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and range from \$500.00 to \$10,000.00 in fines and up to two years confinement.

The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing. Hazing with or without the consent of the student is prohibited by The University of Texas System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

The law defines hazing as 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 or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

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 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 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 subsection; 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.

Student due process procedure covers discrimination, sexual and racial harassment and gives procedures for filing grievance and grounds for non-academic appeals. Please see the Falcon Guide for procedures about filing of a grievance for non-academic issues.

### **Use of Copyrighted Materials**

It is the policy of The University of Texas of the Permian Basin to follow the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "Copyright Act"). Accordingly, all faculty, staff and students of The University of Texas System and its component institutions should follow these policy guidelines: Only

copyrighted materials are subject to the restrictions in this Policy Statement. Materials not copyrighted may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected. The Copyright Office Circular 22 explains how to determine the copyright status of a work.

Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. Section 117 of the Act permits making an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make copies of the software in excess of the archival copy permitted by the Copyright Act. Each software license agreement is unique. As a result, the user's rights to copy licensed software beyond that permitted under the Copyright Act may only be determined by reading the user's license agreement. Any copying or reproduction of copyrighted software on System or component institution computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on System or component institution owned computers or networks or computers housed in System or component institution facilities. Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. In order to copy or otherwise use materials, including software, where (a) the materials are copyrighted, (b) use exceeds what is permitted by license or the Rules of Thumb, and (c) the four factor fair use test indicates that the use is likely not fair; permission should be obtained from the copyright owner. (The University of Texas System Policies)

### **Copyright Issues**

File-sharing applications make it easy for you to share music, videos, movies, software, text and other files. However, unless you have the explicit permission of the copyright owner to possess or distribute the material, you may be in violation of federal copyright law. It is best to assume that all material is copyrighted. The University cannot protect you from a copyright complaint. You are not insulated from legal action because of your status as a student or because you use University network resources. In fact, we may be legally required to assist a complainant in pursuing action against you. The penalties can range from University sanctions to civil and criminal prosecution. Individual copyright owners and the entertainment industry are quite active in pursuing legal actions. You are not protected just because you received material at no cost or are distributing material with no charge. Your only protection is to not possess or distribute any unlicensed copyrighted material.

### **Gang-Free Zones**

Premises owned, rented or leased by the University of Texas of the Permian Basin, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028.

### **Campus Carry**

As of August 1, 2016, persons who have a license to carry a concealed weapon may carry their concealed weapon subject to exclusion zones. The exclusion zones will be identified with decals. Failure to comply with the laws pertaining to concealed carry may result in disciplinary action.

## **Student Appeal/Grievances**

A student grievance may involve faculty, staff, an office, or other students of the University. A grievance must be initiated within 30 calendar days from the date of the alleged infraction/dispute. Appeals regarding assigned grades

must be addressed with the instructor within 30 days of the issuance of the grade. The time for filing a grievance can be waived for good cause as determined by the Dean of Students. A grievance which has been brought forth and ruled on under other procedures may not be brought forth under these procedures and vice versa. A person who retaliates in any way against an individual who has filed a grievance is subject to disciplinary action up to and including expulsion. Any person who knowingly and intentionally files a false grievance under this policy is subject to disciplinary action up to and including expulsion.

### **Types of Grievances/Appeal**

- Grade Appeal – student wishes to appeal a grade.
- Academic Grievance - student wishes to contest the course requirements, examinations, course content, admission to a program, instructor behavior, or similar issue.
- Non-Academic Grievance – student wishes to address a situation that occurred outside of the classroom. A grievance based appeal on such an issue is relevant if the grievance is between a student and one or more other students; a faculty or staff member; a student organization; or any other office or agency of the University.

### **Introduction to Filing a Grievance/Appeal**

At each stage of the appeal/grievance process, it is understood that the accused will be afforded the opportunity to present separately their perspective of the nature and relative facts pertaining to the issue in question. Students who are bringing a grievance should first try to seek a resolution of their grievance/complaint by scheduling a conference either in person, by telephone, or virtually with the person/office with whom/which the student has a dispute. If the student remains unsatisfied with the outcome of this initial conference the student should initiate and register a formal written complaint through the University Complaint Resolution Portal (<http://utpb.edu/services/business-affairs/complaint-resolution>).

All formal written complaints should be submitted through the University Complaint Portal which will register and route the student complaint to the appropriate authority. Students need only use this portal once to register their complaint. Any subsequent written appeals required during the grievance process should be sent directly to the addressee as indicated in this policy.

The following steps should be followed with respect to seeking redress of grievances:

#### **Grade Appeal**

A student who wishes to dispute an assigned grade should first submit a written appeal to the instructor and seek resolution via a conference either in person, by telephone, or virtually with the instructor. The student should consult with the Student Rights Advocate and may consult with the advocate throughout the duration of the appeal process. The Student Rights Advocate is appointed by the Dean of Students. If, within five (5) working days of the conference with the instructor, the student believes that the issue has not been addressed or disagrees with the outcome of conference, the student should initiate and register a formal written complaint through the University Complaint Resolution Portal (<http://utpb.edu/services/business-affairs/complaint-resolution>). The written complaint will be routed to the relevant Department Chair or supervisor (if the instructor does not have a Chair or if the instructor is the Chair) who will schedule a conference either in person, by phone, or virtually with the student.

If, within ten (10) working days after the meeting with the Department Chair or supervisor, the student believes the grade appeal has not been addressed or disagrees with the outcome of the conference with the Department Chair or supervisor, the student should file a written appeal directly (not via the University Complaint Form Portal) with the appropriate academic Dean and seek an appointment either in person, by telephone, or virtually with him or her. Upon receipt of the written appeal, the Dean will schedule a meeting in person, by telephone, or virtually with the student. Following the appointment with the student, the Dean will investigate the matter. The Dean shall respond to the appeal

within (10) working days of the meeting with the student unless an investigation requires additional time in which case the circumstances should be documented. The decision of the Dean shall be FINAL.

### **Academic Grievance**

A student who has an academic grievance should first submit a written appeal to the instructor and seek resolution of the grievance via a conference in person, by telephone, or virtually with the instructor. The student has the option of consulting with the Student Rights Advocate and may consult with the advocate throughout the duration of the appeal process. The Student Rights Advocate is appointed by the Dean of Students.

If, within (10) working days of the conference with the instructor, the student believes that the academic grievance has not been addressed or disagrees with the outcome of the conference with the instructor, the student should initiate and register a formal written complaint through the University Complaint Resolution Portal (<http://utpb.edu/services/business-affairs/complaint-resolution>). The written complaint will be routed to the relevant Department Chair or supervisor (if the instructor does not have a Chair or if the instructor is the Chair) who will schedule a conference either in person, by telephone, or virtually with the student. If within ten (10) working days of meeting with the Department Chair or supervisor the student believes that the academic grievance has not been addressed or disagrees with the outcome of the conference with the Department Chair or supervisor, the student should file a written complaint directly (not via the University Complaint Resolution Portal) with the appropriate academic Dean and seek an appointment in person, by telephone, or virtually with the him or her. Upon receipt of the written complaint, the Dean will schedule a conference in person, by telephone, or virtually with the student. Following the appointment with the student, the Dean will investigate the matter. If within ten (10) working days after the conference with the Dean, a student believes the academic grievance has not been addressed or disagrees with the outcome of the conference with the Dean, or if the accused is the Dean, the student should file a written complaint directly (not via the University Complaint Resolution Portal) with the Provost and Vice President for Academic Affairs and seek an appointment in person, by telephone, or virtually with him or her. If within (10) working days after the conference with the Provost and Vice President for Academic Affairs, the student believes the academic grievance has not been addressed or disagrees with the outcome of the conference, the Student Rights Advocate will then inform and advise the President, who shall render a FINAL decision within (10) working days. The President should be provided with a timeline of the grievance and proposed resolutions at each step of the process.

### **Non-Academic Grievance**

In order to reconcile grievances that are not academically related, students should:

First attempt to resolve the grievance with the person/office with whom/which they have a grievance. In instances where the student has good reason not to attempt a resolution with a particular person, the student should seek an appointment in person, by telephone, or virtually with the supervisor of the person with whom they have a grievance. If the complaint is directed against a certain office, the student should seek a conference in person, by telephone, or virtually with the director of that office. If the grievance involves students only and the student has good reason not to attempt a resolution with this person, the grievance may be made directly to the Dean of Students.

If the grievance involves a University employee or office and within five (5) working days of discussing the matter with the employee or office director, the student believes the grievance has not been addressed or disagrees with the outcome of the conference with the employee or the office director the student should initiate and register a formal written complaint through the University Complaint Resolution Portal (<http://utpb.edu/services/business-affairs/complaint-resolution>). The written complaint will be routed to the appropriate supervisor or the director of the relevant office who will arrange an appointment in person, by telephone, or virtually with the complainant.

If the grievance involves a student and within five (5) working days of conference with the accused student, the student believes the grievance has not been addressed or disagrees with the outcome of the conference with the accused student, the student should initiate and register a formal written complaint through the University Complaint Resolution Portal (<http://utpb.edu/services/business-affairs/complaint-resolution>). The written complaint will be routed to the Dean of Students who will arrange an appointment in person, by telephone, or virtually with him or her. A grievance filed against a student will be handled through the student conduct procedures as prescribed in Student Conduct and Discipline. If within ten (10) working days after discussing the matter with the employee's supervisor, office director, or Dean of Students, as appropriate, the student believes the grievance has not been addressed or disagrees with the outcome of the conference, the student should file a written complaint directly (not via the University Complaint Resolution Portal) with the Vice President for Student Services and seek an appointment in person, by telephone, or virtually with him or her. If within ten (10) working days after the conference with the Senior Associate Vice President for Student Services the student believes the grievance has not been addressed or disagrees with the outcome of the conference, the student should file a written complaint directly (not via the University Complaint Resolution Portal) with the President, who shall render a FINAL decision within ten (10) working days. The president should be provided with a timeline of the grievance and proposed resolutions at each step of the process.

## **Other Grievances**

### **Sexual Harassment/Sexual Misconduct Policy**

The University of Texas of the Permian Basin is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. As stated in the definition, sexual misconduct includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence and/or dating violence. Individuals who engage in sexual misconduct and other inappropriate sexual conduct will be subject to disciplinary action.

The University will take prompt disciplinary action against any individuals or organizations within its control who violate this Policy. The University encourages any student, faculty, staff or visitor to promptly report violations of this Policy to a responsible individual.

This Policy applies to all University administrators, faculty, staff, students, and third parties within the University's control, including visitors and applicants for employment. It applies to conduct regardless of where it occurs, including off University property, if it potentially affects the complainant's education or employment with the University. It also applies regardless of the gender, gender identity or sexual orientation of the complainant or the respondent. In addition, it applies whether the complaint was made by or against a third party, and whether the complaint was made verbally or in writing.

#### **Filing a Complaint and Reporting Violations.**

All Members of the University Community, Third Party and Anonymous Complaints. All administrators, faculty, staff, students, and third parties are strongly encouraged to immediately report any incidents of sexual misconduct (including sexual harassment and sexual violence) and other inappropriate sexual conduct to the Title IX Coordinator or Deputy Coordinators.

Individuals wishing to remain anonymous can file a complaint in any manner, including by telephone or written communication with the Title IX Coordinator or a Deputy Coordinator; however, electing to remain anonymous may greatly limit the University's ability to stop the harassment, collect evidence, or take effective action against individuals or organizations accused of violating the Policy.

The University has an obligation to maintain an environment free of sex discrimination, thus many University employees have mandatory reporting and response obligations and may not be able to honor a complainant's request for confidentiality

**Timeliness of Complaint.** Complaints should be reported as soon as possible after the complainant becomes aware of the inappropriate conduct. Delays in reporting can greatly limit the University's ability to stop the harassment, collect evidence, and/or take effective action against individuals or organizations accused of violating the Policy.

The policy in its entirety may be found at:

[http://www.utpb.edu/docs/default-source/utpb-docs/hop/part\\_iii.pdf?sfvrsn=4](http://www.utpb.edu/docs/default-source/utpb-docs/hop/part_iii.pdf?sfvrsn=4)

### **Nondiscrimination Policy**

The University of Texas of the Permian Basin is committed to providing an educational, living and working environment that is welcoming, respectful and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the university community to excel in their academic and professional careers. To the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex, national origin, age, disability, genetic information, or veteran status. The University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression and gender identity.

Retaliation against a person who files a claim of discrimination, participates in a discrimination investigation or proceeding, or otherwise opposes an unlawful employment practice is prohibited.

The policy in its entirety can be found at:

[http://www.utpb.edu/docs/default-source/utpb-docs/hop/part\\_iii.pdf?sfvrsn=4](http://www.utpb.edu/docs/default-source/utpb-docs/hop/part_iii.pdf?sfvrsn=4)

### **ADA Grievance**

The purpose of this policy is to provide for the prompt and equitable resolution of complaints alleging violations of Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. This policy applies to students, staff, faculty, job applications, applications for admission and other beneficiaries of the programs, services, and activities of The University of Texas Permian Basin.

### **Complaint Procedure**

- **Step I**  
Complaints alleging discrimination on the basis of disability shall be made in writing to the ADA Coordinator; or shall be referred to the Coordinator if received by other persons within the institution. The complaint shall be made as soon as possible after the action complained of occurs but in no case later than 10 working days after such occurrence. The time for bringing a complaint can be waived for good cause as determined by the ADA coordinator.

The ADA Coordinator shall investigate the complaint to determine its validity and, in appropriate cases, suggest a resolution. A written statement of the determination and the suggested resolution, if any, shall be sent to the complainant within 15 working days of receipt of the complaint.

The ADA Coordinator shall maintain all records related to the complaint.

- Step II

If the complainant is not satisfied with the decision of the ADA Coordinator, a written appeal stating why the decision is incorrect may be made to the Vice-President of Student Services within 10 working days of the receipt of the determination statement from the ADA coordinator. The Vice-President for Student Services shall review the determination of the ADA Coordinator and send a written decision to the complainant within a reasonable time, not to exceed 30 working days from the date of receipt.

The decision of the Vice-President for Student Services shall be final.

## Health And Wellness

### AIDS, HIV, and Hepatitis B Infection

The University of Texas Permian Basin recognizes its responsibility to protect the rights and privileges of students, employees, patients, and the general public against the contact with the spread of infectious diseases. In recognition of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) as serious health threats, U.T. Permian Basin has adopted a policy and procedural steps to protect both the rights and well-being of those students 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 U.T. Permian Basin 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 at: <http://www.utpb.edu>. This policy is applicable to all students of U.T. Permian Basin as they pursue their academic (and clinical) endeavors. Brochures with information about AIDS/HIV will be made available to all students on request to the U.T. Permian Basin Student Life Office.

### Bacterial Meningitis Information

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so utmost caution is required. 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 colleges students every year. Bacterial Meningitis is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Symptoms include high fever, rash or purple patches on the skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. The more symptoms present, the higher the risk. When these symptoms appear seek immediate medical attention. There is treatment, but those who survive may develop severe health problems or disabilities. Early diagnosis and treatment can greatly improve the likelihood of recovery. For more information, contact your own health care provider or local Texas Department of Health. Information web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo) and [www.acha.org](http://www.acha.org).

### Immunizations

Institutions of higher education may require persons applying for admission to be immunized against diphtheria, rubella, mumps, tetanus, and poliomyelitis. The Texas Board of Health may require immunizations against these and additional diseases for registrants at any institution of higher education who are pursuing a course of study in any of the human or animal health professions, and the board may require such immunizations for any registrants in times of an



emergency or epidemic in a county where such an emergency or epidemic has been declared by the Commissioner of Health. A vaccination for Hepatitis B applies only to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids. (Texas Education Code 51.933)

Effective January 1, 2012, Texas Senate Bill 1107 requires that every new student (under age 22) entering a public or private institution of education must provide evidence that the student has received the vaccination or booster for bacterial meningitis during the preceding five years and at least 10 days prior to the start of classes. Students enrolled in on-line classes only are exempt from this requirement. An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including religious belief may be presented using a conscientious exemption form from the Texas Department of State Health Services must be used. The form may be found at <https://webds.dshs.state.tx.us/immco/affodavit.shtm>. Students claiming conscientious exemption should allow 30 days to receive the form from the State.

### **Medical Services and Student Health Insurance**

Students taking face-to-face classes pay a medical services fee which provides for discounted visits and services at designated medical clinics. Students needing health insurance may obtain information from the Office of the Senior Associate Vice President for Student Services located in Mesa Building 4274. Information about both programs can be found at: <http://www.utpb.edu/campus-life/studentlife/medical-services>

All international students on a non-immigrant visa status attending UT Permian Basin are required by the UT System Board of Regents to have continuous medical insurance policy compliant with the federal Patient Protection and Affordable Care Act (PPACA). Enrollment in UT SHIP is automatic each semester and the insurance premium is automatically charged to the student's tuition and fee account when you register for classes. No action is required to be enrolled in UT SHIP except to ensure that your contact email and mailing address are always current in MyUTPB.

The UT System has established criteria by which an international student can request a waiver to the student health insurance plan by providing alternate health insurance coverage. In order to be approved for a waiver, the student's alternate health coverage must meet or exceed the requirements as set in the System regulation and be PPACA compliant.

### **Counseling Center**

The Counseling Center offers individual, couple and/or group counseling to UTPB members. There is no charge for students, faculty, staff, and immediate family.

- **Individual:** Discuss self, relationships, feelings, thoughts and behaviors that may be of concern. All communication with a counselor is *confidential*. (Except as required by Texas law, i.e. extreme situations where there is danger of death, abuse of a minor or elder, or judicial court order.)
- **Groups:** Students with common concerns may meet with a counselor in a safe place to discuss significant personal issues such as sexual abuse, integrating school and family and work, depression, anxiety, sexuality, eating disorders, anger management, self-esteem/identity, etc.

### **Couples and Family**

Improve interactions with significant others, spouses and other relationship and communication issues.

### **Student Right to Know**

In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092 (a), (e) and (f), as amended, The University of Texas of the Permian Basin 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 the results of campus disciplinary proceedings concerning alleged perpetrators.

U.T. Permian Basin reports to the campus community on crimes considered to be a threat to students and employees and reported to campus police or local police agencies.

U.T. Permian Basin publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees; provides copies of the report to applicants for enrollment or employment upon request; and submits a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report references crimes which occur on property owned or controlled by the University and may be supplemented by listing crimes which occur off the 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 U.T. Permian Basin annually calculates and discloses institutional completion or graduation rates for undergraduate students to all prospective and current students. (The federal requirement for calculation of a completion of graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time at an institution of higher education and have not enrolled previously at any other institution of higher education.)

The U.T. Permian Basin publishes in the annual security report, its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

### **Missing Student Notification Policy**

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the UT Permian Basin Police Department at (432)552-2786.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by UT Permian Basin in the event the student is determined to be missing for more than 24 hours. Contact information will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. To designate a confidential contact, contact Student Housing at (432) 552-2734.

### **UTPB Parent & Affiliates E-Mail Status Reports - UTPB-STATUS**

#### **What Is UTPB-STATUS?**

UTPB-STATUS is a campus-based emergency e-mail notification system that gives the university the ability to communicate emergency health, safety and status information quickly to parents and affiliates. Subscribe to UTPB-STATUS today so you can quick receive safety-related information about university operations.

#### **What Type Of Information Will Be Sent Using UTPB-STATUS?**

The UTPB-STATUS system will be used to send health, safety and situation updates related to abnormal situations at the university. This system is intended to provide a communications channel for status updates and situation briefings related to emergency or other abnormal situations on campus. The UTPB-STATUS system will NOT be used for routine communications about university events or any form of advertising.

#### **Mass Notification System**

Along the exterior of the building is a siren system that when activated will emit an alternating wail sound. If someone is outside and hears this siren, they need to move indoors and seek information via radio, TV, or the UTPB website. Testing of this system is done on the first Wednesday of the month at noon unless poor weather is or will occur very

soon and the test typically lasts for less than a minute. Inside all academic buildings of the campus, there is a mass notification system that is linked with the fire alarm speakers. When the alarm goes off a verbal message will give you instructions on what to do for the trouble at hand. You could be asked to evacuate the building, move to a safe location inside the building or to lock down the room that you occupy.

### **Fire Safety Policies and Procedures**

The Environmental Health & Safety at UTPB is responsible for overseeing the university fire-safety program. UTPB fire safety policies and procedures can be found at the Environmental Health & Safety webpage. Any questions regarding fire safety policies, the UTPB Annual Fire Safety Report or UTPB Fire Logs should be directed to the Environmental Health & Safety at 432-552-2778 or at <http://ba.utpb.edu/environmental-health-safety/fire-reporting/>.

### **Criminal Background Checks**

Certain programs require students to submit to and satisfactorily complete a criminal background check review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check or who do not pass the background check may be dismissed from the program. The student is responsible for the costs of the criminal background check.

## **University-Related Student Travel**

### **A. Use of Non-employee Students as Drivers is Prohibited**

Student motor vehicle use and travel while engaged in University-related activities present special risk issues. Because students are not employees, motor vehicles cannot be rented for their use pursuant to the State rental car contracts; and, no coverage for personal injuries is available to them if they drive University-owned or their personal vehicles. Therefore, it is required that students who are also not employees of the University not be used as drivers; nor should they be asked or required to use their personal vehicles to engage in University-related activities.

#### **Guidelines for Using Students as Driver**

1. Students who drive on behalf of the university must be on the Payroll.
  - a. Students who are regularly or frequently being called upon to drive on behalf of the university should be appointed as employees by the requesting department or unit.
  - b. Student-employees who frequently drive university vehicles while on university-related activities should be "authorized" in the same manner as any other employee who regularly drives for the university, i.e. they should have a current Motor Vehicle Record on file with the Physical Plant Department.
  - c. The hiring department should also verify that the student/employees who drive have health insurance coverage of some kind.

### **B. Guidelines for Occasions When Students are Passengers in Motor Vehicles Involved in University-related Activities**

1. Verify health insurance coverage for all students who are to be passengers in vehicles driven on University-related activities.
2. If verification of coverage is not provided Special Events medical insurance should be purchased by each passenger prior to the trip (see the Office of Student Life).
3. Purchase of Personal Injury and Personal Effects Insurance.

4. When rental vehicles are used to transport students, the personal injury and personal effects insurance should be purchased as a part of the vehicle rental agreement. This is particularly important where vans are rented to transport large numbers of students in a single vehicle.

#### **C. Guideline Concerning Student releases and Medical Authorizations**

Each student who travels by motor vehicle (or any other form of transportation) to participate in a university-related activity, including but not limited to academically related field trips or courses, competitions or contests; or non-academic activities such as those sponsored by Recreational Sports, must execute a copy of the Release and Indemnification Agreement and The Authorization for Emergency Medical Treatment.

#### **D. Guidelines Concerning Use of Personal Vehicles by Students**

1. Use of personal vehicles by students to drive to university-related activities is discouraged.
2. If students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance would be primarily responsible for any liability that may arise from such use.
3. The enforcement of Texas vehicle inspection laws may occur for vehicles parking or driving on the campus.

#### **E. Guidelines Concerning Safe Travel Practices**

Each administrative unit approving university-related travel, especially that involves students, is encouraged to promulgate Guidelines that encourage safe driving and minimize risks of injury during that travel (Texas Education Code, Section 51.950)

## **Registration and Student Records**

Students who are officially admitted to the University and program may register for courses. Prior to each academic semester, a registration period is held. Students may find information on registration dates and the dates of other transactions that affect them in the Schedule of Classes or you may also seek information on the web at [www.utpb.edu](http://www.utpb.edu).

## **Registration Process**

Students who are currently enrolled (students who have attended the University within the last two semesters) are permitted to register in during the prior semester, provided they are in good standing with the University. Dates of registration are listed in the semester calendar of the Schedule of Classes and are otherwise advertised on campus via campus poster, signs and website. Students are encouraged to become knowledgeable of the rules governing registration, consult their advisor prior to registration and understand the arrangements for payment of tuition and fees.

### **New student (transfer and past students)**

Students who are transferring to the University or who are reenrolling in the University after one year or more absence are permitted to register for classes during regular registration held prior to the beginning of classes only if they have been admitted or readmitted. Students who are seeking financial aid and who have not completed this process several months in advance of this registration will inevitably be delayed in receiving funds from federal grants and secured and

unsecured loans. (See the Financial Aid section of the catalog for details regarding financial aid.) Dates of registration are listed in the semester calendar of the Schedule of Classes.

### **Web Registration**

Web registration is available through my.utpb.edu which is located on the home page of the UTPB website www.utpb.edu. To be eligible to WEB register, students must have received clearance from their academic advisor. In addition, a student account must be cleared of any restrictions. My.utpb.edu allows students to view and print class schedules, grade reports, and unofficial transcripts. In addition, students can also view their current account and financial aid status.

### **Student Advisement**

Students are encouraged to visit with faculty advisors for degree and class schedule planning. Students needing an academic advisor should contact the Graduate Studies office. Students may not register for conventionally taught partially self-paced courses after the last day of late registration. Students must be officially enrolled at U. T. Permian Basin in the semester in which they graduate.

## **Auditing (Classes Noncredit course registration)**

U. T. Permian Basin allows a person who does not desire course credit to register for classes on a noncredit basis. This is known as auditing a course. Students auditing classes are permitted to attend classes and participate in the course discussions, studio and laboratory work and other class activities but are not required to complete work outside the classroom or sit for exams. The fee for auditing a course is \$35 per credit hour plus any applicable lab fee. This fee covers course participation, library use and computer use privileges similar to those of students. It does not cover parking or provide access to student services covered by the student service fee or the medical services fee. No credit is earned through auditing the class and a student may not earn credit through examination for audited courses. Student may not audit contract study, self-paced, thesis, and research or practicum courses. Students applying only for the purposes of auditing a course are not required to meet all admission requirements.

However, students that have been denied admission are not eligible to enroll to audit. For further information on admissions for auditing purposes, contact the Admissions Office. Registration for auditing courses can occur only during the late registration period. It is on a space available basis only and requires the instructor's permission. Students should contact the Registrar's Office for audit enrollment forms and procedures.

### **Enrollment Verification**

A student may request the Office of the Registrar to report to an outside agency their official enrollment status for a current term. Enrollment certification or verification must be requested by the student and will be processed after the official census date of the current term.

### **Requests for Access to Student Records**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec.1232g, and the Texas Public Information Act, Texas Government Code Sec. 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 Release of Information.

The University 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, except as follows:

- to appropriate University officials who require access to education records in order to perform their legitimate education duties;
- to officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired;
- to federal, state, or local officials or agencies authorized by law;
- in connection with a student's application for, or receipt of, financial aid;
- to accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it was obtained;
- to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
- in compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena;
- in an emergency situation if the information is necessary to protect the health or safety of the student or other persons; or
- to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.
- to a parent of a student regarding the student's violation of any Federal, State, or local law, or of any University rule or policy, governing the use or possession of alcohol or a controlled substance if the University determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under the age of 21 at the time of the disclosure to the parent.

The University will release information in student education records to appropriate University officials as indicated in (15.111) 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 Registrar 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 education records by that third party for five (5) years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

## Directory Information

At its discretion, The University may release Directory Information which shall include:

- name, address, telephone number
- place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous education institution attended
- student classification
- enrollment status (full-time, part-time, undergraduate, graduate, etc)
- degrees and awards
- date of graduation
- physical factors (height and weight) of athletes

Students may have any or all Directory Information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester, the first 4 class days of a summer semester, or the first three days of any quarter. Request for non-disclosure 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 the Registrar.

### **Access to File**

Upon written request, The University shall provide a student with access to his or her educational records. The Vice President for Student Services has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions files and academic files. The Vice President for Business Affairs has been designated by the institution to coordinate the inspection and review procedures for student financial files. Students wishing to review their education records must make written requests to the Vice President for Student Services listing the item or items of interest. Students wishing to review their financial files 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 Registrar's Office. This list includes:

### **Academic Records**

Registrar's Office (Admissions/Registrar): College, Division, Department and Faculty Offices

### **Student Services Records**

Student Activities Office: Director of Student Activities

Student Services: Vice President for Student Services

### **Financial Records**

Business Office: Vice President for Business Affairs

Financial Aid Office: Director of Financial Aid

Educational records do not include, subject to specific limitations of FERPA regulations (34 CFR Part 99):

- financial records of student's parents or guardian;
- confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975 and confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if the student has waived, in writing, his or her right to inspect and review these letters and statements and those letters and statements are related to the student's admission to the University;
- application for employment, or receipt of an honor or honorary recognition;
- 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 the maker;
- records of law enforcement units;
- employment records related exclusively to an individual's employment capacity;
- medical and psychological records;
- thesis or research papers;
- 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 educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the Registrar. If agreement is reached with respect to the student's request, the appropriate records 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 Vice President for Student Services of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Student Services 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 Vice President for Student Services in non-academic matters and by the Provost and Vice President for Academic Affairs in academic matters. 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 on 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.

### **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 Public Information Act except that official transcripts will be \$7.00 charged at the current rate approved as a university fee. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at The University.

### **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, D.C. 20202-5920.

### **Notice**

Students are advised that research papers authorized by undergraduate students may be made available to interested members of the public.

### **Graduation**

Commencement ceremonies are held three times during an academic year at the end of fall, spring and summer semesters. Students who have completed degree requirements for their respective degree program are encouraged to file their intent of graduation in the allotted time given during each semester. Information about deadlines for applying to graduate is published in the Schedule of Classes and on the UT Permian Basin website.

### **In-Absentia**

A candidate for a degree who has completed all the courses and other requirements for graduation and who must register with the University for the purpose of having a degree conferred, must register in absentia. This is the only purpose for which a student may register in absentia. After registration for credit during a semester or summer session, a student wishing to change to in absentia status must have the request approved by the student's academic Dean and



processed through the add/drop procedure. All fees, less the in absentia fee and computer use fee will be refunded if the change is made during the first 12 class days of the spring or fall semester and 4th class day of the Summer session. After the 12th class day or 4th class day in summer, no refunds will be made and no additional charge will be assessed for the in absentia fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an in absentia registration.

If the student requests a change from in absentia status to regular registration for courses, in absentia fees paid will apply toward the tuition due.

### **Adds**

Adding a course is an option to students during a semester the first twelve class days during Fall and Spring (four class days in the summer). Student must initiate an addition or change to their schedule during the time given on the academic calendar.

### **Drops**

Dropping courses should not be confused with withdrawing from all courses. In courses taught on a conventional basis, a student may drop the course on or before the last day of the 10th week of classes. Students should consult the academic calendar for the last day to drop. All freshman and business majors must have the permission of their academic advisor to drop or add a course. Students may drop courses without permission of the instructor during the first twelve class days in the fall and spring semester or first four class days in summer semester. Students must obtain the signature of the instructor whose course they are dropping if they drop the course on or between the (12th class day for spring or fall semester and fourth class day in the summer semester) and the last day to drop classes as given on the academic calendar for each fall and spring semester. Student may drop a class after the last date or drop only with permission of their Dean, Department Chair, and Academic Advisor. The student must submit all requests to drop a course in writing to the Registrar's office. Faculty, relatives, or friends may not drop or add courses for a student. Drops forms must be completed at the Registrar's Office prior to the end of the last day to drop. Failure to drop a class which is not being attended will result in failing grade on the academic record. Student enrolling late in a course should not expect special make-up assistance from the instructor.

### **Withdrawal**

Withdrawing is defined as a student who requests to withdrawal from all classes currently enrolled. Students are required to complete withdrawal form from the Registrar's Office and obtain the signatures of the Accounting office, the Library, Security, and the Student Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal. In addition, an administrative withdrawal can be processed in a situation in which an active duty member of the US armed forces is called to duty. The student must provide documents stating the official date to report to duty. A student who is withdrawing as result of military serviced may chase the following (1) receive a refund of tuition and fees, (2) if eligible, be assign an incomplete (I) ; or (3) at the institution's discretion, receive a final grade in course where substantial amount of coursework has been completed and mastery of the material is demonstrated. A complete withdrawal form must be submitted to the Office of the Registrar prior to the final date to withdraw. Student should consult the academic calendar for the last day to withdraw from the University. A withdrawal request after the last date to withdraw must be processed via an Academic Petition Form and be approved by the academic advisor of the student and the chair of the department. Failure to withdraw from the University will result in a failing grade on the academic record for all classes which the student never attended or stopped attending. A withdrawal request becomes effective the date the complete and signed form is received from the student by the Registrar's office. Students should consult the Refund of Tuition and Fess Policy in the Regulations on Tuition and Fees section of this catalog to determine if they are entitled to a refund upon dropping a class or withdrawing from the University.

### **Residency**

The Registrar has been designated as the Residence Determination Official for the University. The official will make the determination of a student's residence status based on information provided by the student on reclassification residency student packet and any additional information provided by the student.

A student has a right to apply for reclassification of residency for tuition purposes after a continuous 12 month period of living in Texas. A non-resident student may be reclassified as a resident if employment or personal factors or actions are indisputably indicating a permanent intention to reside in the state. Students who would like to be reclassified are required to apply for reclassification with the Residence Determination official in the Office of the Registrar. Student must submit all required forms and any additional supporting documents for the purpose of reclassification in the allotted time of a forthcoming semester. Any reclassification materials received after the official census date (12th class day fall or spring semesters or 4th class day in summer semester) will processed for the next semester.

Foreign students living in the United States under a visa permitting permanent residence, and alien who are permitted by Congress to adopt the United States as their domicile while they are in Texas must wait a period 12 month from which their residence in United States was granted before they may apply for reclassification of in-state status.

It is the responsibility of the student to notify the University of their intent to be reclassified and to contact the Residence Determination Official (Registrar) 30 days prior to enrolling in an approaching semester.

The following student terms are used as reference terms for the purpose of residency reclassification:

#### **Independent Student (Texas Resident)**

A student who is considered an independent individual who is 18 years of age or older who moves to the state of Texas and is gainfully employed in Texas for 12 months prior to enrolling in an institution of high education is entitled to a residency status of in-state, unless the individual is in Texas for some purpose other than establishing residence in the state. A student who enrolls prior to having lived in Texas 12 month will be classified as a non-resident student.

#### **Dependent Student**

Students, who are claimed as dependents on their parent's/legal court appointed guardian's income tax, and provide the sufficient documentation to support the residency claim of the parent. A parent or legal court appointed guardian will need to provide their residency in Texas in support of the dependent student.

Residency reclassification forms can access by visiting the office of the Registrar or you may print those from our webpage at [www.utpb.edu](http://www.utpb.edu) and quick link: REGISTRAR

Students may access the Texas Higher Education Coordinating Board's for rules governing Texas Residency at the following web site: [www.theccb.state.tx.us/cbrules](http://www.theccb.state.tx.us/cbrules)

#### **Schedule of Classes**

A schedule of classes is printed prior to each enrollment period. Students will have the opportunity to view all available courses being offered for a forthcoming semester. The schedule of classes not only provides students with information on registration but additional information needed by students, such as dates and times of courses, registration dates, semester calendar , advising information, financial aid information and location of courses. The University also provides this information online on the official website: [www.utpb.edu](http://www.utpb.edu)

#### **The Class Day**

The class day begins at 8 a.m. and ends at 10:00 p.m. Unlike some universities in which courses offered after 5 p.m. are provided through an extension division, U. T. Permian Basin offers courses in the late afternoon and evening as part of the regular offerings. Students enrolling in these courses register in the same manner as students who are taking only

daytime courses. Full-time students may have both day and evening classes. For information of class times please see the Schedule of Classes printed version or web schedule.

### **Transcript**

Transcripts of grades earned at U.T. Permian Basin are available in the Office of the Registrar. The Family Education rights and Privacy Act requires that the student sign all transcript requests and releases. For details on obtaining your transcripts please contact the Office of the Registrar at 552-2635. Student will be responsible for all fees related to obtain their official copy of a university transcript.

### **Veterans Education Benefits**

In compliance with United States Department of Veteran Affairs, the University processes necessary procedures to aid veteran students in receiving Veteran Education Benefits. An official education certifying officer processes the applications and forms needed to certify the attendance of a Veteran student at the University. Veteran students seeking additional information may contact the designated education certifying officer or you may seek Veteran information at [www.gibill.gov](http://www.gibill.gov).

## **Tuition, Fees And Deposits**

### **Residency for Tuition**

A student entering The University of Texas of the Permian Basin for the first time, or a student reentering the University after an absence of one year or more, should read carefully the rules governing the determination of residence in order to be prepared to pay the required tuition. The Office of Admissions initially determines Texas residency status for all new or re-applying students for the University. The initial decision is based on information provided by way of the admission application and Core Residency Questionnaire required to be completed by the student. Information and advice regarding residency status are available from the Residence Determination Official (Registrar). Texas Education Codes 56.011 & 56.012 requires higher education institutions to set aside a portion of designated tuition for financial aid. The portion set aside for this purpose will be listed on the Statement of Student Accounts (tuition bill).

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, Title 19, Chapter 21, a prospective student is classified as a resident of Texas, a nonresident, or an international student. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident student. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as an international student.

An individual classified as a nonresident or as an international 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 an international student. Students may access the Texas Higher Education Coordinating Board's rules at the following web site: [www.thecb.state.tx.us/cbrules](http://www.thecb.state.tx.us/cbrules). For further information on reclassification or Residency issues please see Registration section subsection Residency Reclassification.

### **Reclassification for Tuition purposes**

A student has a right to apply for reclassification of Residency for tuition purposes after a continuous 12 month period of living in Texas. A nonresident student may be reclassified as a resident if employment or personal factors or actions

are indisputably indicating a permanent intention to reside in the state. Students are required to apply with the Residence Determination official in the Office of the Registrar. For further information on reclassification please see Registration section subsection Residency Reclassification.

## **Responsibility of Student**

If there is any question as to residence status it is the student's responsibility, 30 days prior to registration, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action. Students claiming residency by virtue of parental dependency must provide sufficient documentation to support the residency claim of the parent. Residency is determined by state statutes and in accordance with the guidelines promulgated by the Texas Higher Education Coordinating Board. The Registrar or Residence Determination Official determines all residency classifications. To appeal the decision of the Registrar in residency matters, students may present their case to the Vice President for Student Services. If students wish to appeal that decision, they may address the President of the University whose decision is final.

## **Exemptions and Waiver Programs**

Students who do not qualify for in-state may have the opportunity for state available exemption and waiver programs. Students are advised to seek information about these programs with the office of accounting. Student requesting to be reclassified as Texas resident status may contact the Residency determination official (Registrar).

Continued receipt of a tuition and fee exemption and/or waiver is conditioned on the student maintaining a GPA for making satisfactory academic progress and, if an undergraduate, not completing an excessive number of credit hours.

## **Exemption programs for Tuition and fees**

Accredited School Scholarship

Adopted Children formerly in Foster or other Residential Care

Blind and Deaf Students

Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers

Children of Prisoners of War or Persons Missing in Action

Children of Professional Nursing Program Faculty

Children and Spouse of Texas Veterans

Concurrent Enrolled High School/University Credit

Disabled Peace Officers

Distance/Off Campus Learning

Economic Hardship

Firefighters enrolled in Fire Science Courses

Fully Funded Courses

Good neighbor Scholarship

Interinstitutional Academic Programs

Members of State Military Forces

Nursing Preceptors and their Children

Prisoners of War

Senior Citizen

Students Under Conservatorship of Department of Family and Protective Services

Surviving Spouse and Minor Children of Certain Police, Security or Emergency Personnel Killed in the Line of Public Duty

Texas EX-Servicemen

**Specific details about these exemptions can be found at the [www.Collegefortexans.com](http://www.Collegefortexans.com) website.** If you have any questions about whether you qualify for these exemptions you may contact the Registrar (Residency Determination Official) at 432-552-2635.

## Tuition, Fees and Deposits

### Residency for Tuition

A student entering The University of Texas of the Permian Basin for the first time, or a student reentering the University after an absence of one year or more, should read carefully the rules governing the determination of residence in order to be prepared to pay the required tuition. The Office of Admissions initially determines Texas residency status for all new or re-applying students for the University. The initial decision is based on information provided by way of the admission application and Core Residency Questionnaire required to be completed by the student. Information and advice regarding residency status are available from the Residence Determination Official (Registrar). Texas Education Codes 56.011 & 56.012 requires higher education institutions to set aside a portion of designated tuition for financial aid. The portion set aside for this purpose will be listed on the Statement of Student Accounts (tuition bill).

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, Title 19, Chapter 21, a prospective student is classified as a resident of Texas, a nonresident, or an international student. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident. A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident student. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as an international student.

An individual classified as a nonresident or as an international 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 an

international student. Students may access the Texas Higher Education Coordinating Board's rules at the following web site: [www.theccb.state.tx.us/cbrules](http://www.theccb.state.tx.us/cbrules). For further information on reclassification or Residency issues please see Registration section subsection Residency Reclassification.

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A student has a right to apply for reclassification of Residency for tuition purposes after a continuous 12 month period of living in Texas. A nonresident student may be reclassified as a resident if employment or personal factors or actions are indisputably indicating a permanent intention to reside in the state. Students are required to apply with the Residence Determination official in the Office of the Registrar. For further information on reclassification please see Registration section subsection Residency Reclassification.

## **Responsibility of Student**

If there is any question as to residence status it is the student's responsibility, 30 days prior to registration, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action. Students claiming residency by virtue of parental dependency must provide sufficient documentation to support the residency claim of the parent. Residency is determined by state statutes and in accordance with the guidelines promulgated by the Texas Higher Education Coordinating Board. The Registrar or Residence Determination Official determines all residency classifications. To appeal the decision of the Registrar in residency matters, students may present their case to the Vice President for Student Services. If students wish to appeal that decision, they may address the President of the University whose decision is final.

## **Exemptions and Waiver Programs**

Students who do not qualify for in-state may have the opportunity for state available exemption and waiver programs. Students are advised to seek information about these programs with the office of accounting. Student requesting to be reclassified as Texas resident status may contact the Residency determination official (Registrar). Continued receipt of a tuition and fee exemption and/or waiver is conditioned on the student maintaining a GPA for making satisfactory academic progress and, if an undergraduate, not completing an excessive number of credit hours.

## **Exemption programs for Tuition and fees**

Accredited School Scholarship
Adopted Children formerly in Foster or other Residential Care
Blind and Deaf Students
Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers

Children of Prisoners of War or Persons Missing in Action
Children of Professional Nursing Program Faculty
Children and Spouse of Texas Veterans
Concurrent Enrolled High School/University Credit
Disabled Peace Officers
Distance/Off Campus Learning
Economic Hardship
Firefighters enrolled in Fire Science Courses
Fully Funded Courses
Good neighbor Scholarship
Interinstitutional Academic Programs
Members of State Military Forces
Nursing Preceptors and their Children
Prisoners of War
Senior Citizen
Students Under Conservatorship of Department of Family and Protective Services
Surviving Spouse and Minor Children of Certain Police, Security or Emergency Personnel Killed in the Line of Public Duty
Texas EX-Servicemen

**Specific details about these exemptions can be found at the [www.Collegefortexans.com](http://www.Collegefortexans.com) website.** If you have any questions about whether you qualify for these exemptions you may contact the Registrar (Residency Determination Official) at 432-552-2635.

Waiver Programs- for Tuition and Fees

Description	Eligibility	Exempted Charges*
**Accredited School Scholarship (permissive) <i>Texas Education Code</i> , § 54.301	Highest ranking graduate of an accredited Texas high school	Tuition during first two semesters (long session) following graduation
Adopted Children formerly in Foster or other Residential Care <i>Texas Education Code</i> , § 54.367	<ul style="list-style-type: none"> <li>• For individuals who were adopted; and</li> <li>• Were subject of an adoption assistance agreement under <i>Texas Family Code</i> Subchapter D, Chapter 162, that provided monthly payments and medical assistance benefits and was not limited to providing only for the reimbursement of nonrecurring expenses</li> </ul>	Tuition and Fees
Blind and Deaf Students <i>Texas Education Code</i> , § 54.364	<ul style="list-style-type: none"> <li>• A blind disabled person, or a person whose sense of hearing is nonfunctional</li> <li>• Must be a Texas resident</li> </ul>	Tuition Required Fees General Property Deposit
Children of Disabled/Deceased Texas Firefighters and Law Enforcement Officers <i>Texas Education Code</i> , § 54.351	<ul style="list-style-type: none"> <li>• For children under 21 years of age (or 22 if the student was eligible to participate in special education under <i>Texas Education Code</i>, § 29.003) of disabled full-paid or volunteer firefighters, full-paid municipal, county, state peace officers, custodians of the Department of Criminal Justice, or game wardens</li> <li>• Disability/death occurred in the line of duty</li> </ul>	Tuition Required Fees not to exceed 120 undergraduate credit hours or any semester begun after age 26
Children of Prisoners of War or Persons Missing in Action <i>Texas Education Code</i> , § 54.343	<ul style="list-style-type: none"> <li>• A person under the age of 21 or a dependent person under 25 years of age who receives majority of support from parent</li> <li>• Parent is a resident of Texas on active duty military and classified by Department of Defense as a Prisoner of War or Missing in Action at time of the student's registration</li> </ul>	Tuition Required Fees
Children of Professional Nursing Program Faculty <i>Texas Education Code</i> , § 54.355	<ul style="list-style-type: none"> <li>• For children whose parent is a faculty member or teaching assistant in a nursing program in Texas</li> <li>• Age is 25 years or younger</li> <li>• Texas resident</li> <li>• Has not previously received a baccalaureate degree</li> <li>• Has not previously received an exemption under this section for 10 semesters or summer sessions</li> <li>• Exemption applies only at institution that employs the parent/faculty member</li> </ul>	Tuition (prorated if parent is not full-time)



<p>Children and Spouse of Texas Veterans <i>Texas Education Code</i>, § 54.341</p>	<ul style="list-style-type: none"> <li>• For children or the spouse of members of the U.S. armed forces who were killed in action, who die or died while in service, are MIA, whose death is documented to be directly caused by illness or injury related to service in the U.S. armed forces, or who become totally disabled for purposes of employability according to the U.S. Department of Veterans Affairs' disability rating as a result of a service-related injury</li> <li>• For children or the spouse of members of the Texas National Guard who after January 1, 1946, were killed while on active duty or became totally disabled for purposes of employability according to the U.S. Department of Veterans Affairs' disability rating as a result of a service-related injury</li> <li>• Classified as a resident on the date of registration</li> <li>• A child is a person who is 25 or younger on the first day of the semester for which the exemption is claimed.</li> </ul>	<p>Tuition Fees (excluding general deposit fees, student services fees, and any charges for lodging, board, or clothing)</p> <p><b>NOT TO EXCEED 150 CREDIT HOURS</b></p>
<p>**Concurrent Enrollment-- High School/University Credit (permissive) <i>Texas Education Code</i>, § 54.216</p>	<p>Individuals enrolled in a course that provides simultaneously course credit towards (1) high school academic requirements; and (2) a degree offered by the institution</p>	<p>All or part of tuition and fees</p>
<p>**Disabled Peace Officers (permissive) <i>Texas Education Code</i>, § 54.352</p>	<ul style="list-style-type: none"> <li>• Texas resident who has resided in Texas for 12 months immediately preceding registration</li> <li>• Permanently disabled as a result of injury sustained in performance of duties as Texas peace officer</li> <li>• Unable to continue duties as peace officer</li> </ul>	<p>Tuition</p> <p>Fees excluding class and laboratory fees</p> <p><b>NOT TO EXCEED 12 SEMESTERS IN UNDERGRADUATE PROGRAM</b></p>
<p>**Distance/Off-Campus Learning (permissive) <i>Texas Education Code</i>, § 54.218</p>	<p>Student enrolled only in distance learning courses or other off-campus courses</p>	<p>Fees for activities, services or facilities that the student cannot reasonably be expected to use</p>
<p>Economic Hardship <i>Texas Education Code</i>, § 54.262</p>	<ul style="list-style-type: none"> <li>• When payment of fee causes undue economic hardship -- number of exceptions limited to 5 percent of total enrollment</li> </ul>	<p>General Fee</p>
<p>Firefighters enrolled in Fire Science Courses <i>Texas Education Code</i> §</p>	<p>Firefighters who: are employed by a political subdivision of Texas as a firefighter; or are currently and have been for at least one year, an active member</p>	<p>Tuition</p> <p>Laboratory Fees</p>

54.3631	of an organized volunteer fire department in Texas, as defined by the fire fighters' pension commissioner, who holds appropriate levels of certification as specified in the statute; and are enrolled in course offered as a part of fire science curriculum	
**Fully Funded Courses (permissive) <i>Texas Education Code, § 54.217</i>	Individuals enrolled in courses that are fully funded by federal or other sources	Tuition and Fees for particular course
**Good Neighbor Scholarship (permissive) <i>Texas Education Code, § 54.331</i>	A limited number (as prescribed by the Coordinating Board) of native-born citizens and residents from nations of the Western Hemisphere other than the United States	Tuition
Interinstitutional Academic Programs (Permissive) <i>Texas Education Code, § 54.368</i>	Individuals taking a course at an institution under an interinstitutional academic program agreement, but who is enrolled primarily at another institution	Tuition Required Fees
Members of State Military Forces <i>Texas Education Code, § 54.345</i>	Individual certified by the adjutant general of the state military forces as having been awarded assistance for tuition and fees under Texas Government Code, § 431.090	Tuition not to exceed 12 semester credit hours charged at the Texas resident rate  Mandatory Fees for any semester in which the tuition exemption is received
Nursing Preceptors and their Children <i>Texas Education Code, § 54.356</i>	<ul style="list-style-type: none"> <li>• Texas resident</li> <li>• Registered nurse</li> <li>• Serving under contract as a clinical preceptor OR</li> <li>• A child 25 years or younger whose parent meets the criteria above, has not previously received a baccalaureate degree, and has not previously received an exemption under this section for 10 semesters or summer sessions</li> </ul>	\$500 off tuition per semester
Prisoners of War <i>Texas Education Code, § 54.342</i>	<ul style="list-style-type: none"> <li>• Is a resident of Texas and was a resident of Texas at the time of original entry into the U.S. armed forces</li> <li>• Was first classified as a POW on or after January 1, 1999</li> <li>• Is enrolled for at least 12 semester credit hours</li> </ul>	Tuition and Required Fees  Student Housing and Food Contract Costs  Textbook Costs  <b>NOT TO EXCEED 120 HOURS</b>
**Senior citizen (permissive) <i>Texas</i>	Individuals 65 years of age or older on space available	Tuition

<i>Education Code, § 54.365</i>	basis  Individuals 65 years of age or older on space available basis may audit	<b>NOT TO EXCEED 6 CREDIT HOURS PER SEMESTER</b>  Tuition
Students Under Conservatorship of Department of Family and Protective Services <i>Texas Education Code, § 54.366</i>	<ul style="list-style-type: none"> <li>• For individuals under the conservatorship of the Department of Protective and Regulatory Services on the day preceding the individual's 18th birthday, on or after the day of the student's 14th birthday if the student was eligible for adoption on or after that day, on the day the student received a high school diploma or equivalent, or during an academic term in which the student was enrolled in a dual credit course</li> <li>• Enrolls in an institution of higher education (including a dual credit course) no later than his or her 25th birthday</li> </ul>	Tuition  Required Fees
Surviving Spouse and Minor Children of Certain Police, Security or Emergency Personnel Killed in the Line of Public Duty <i>Texas Education Code, § 54.354</i>	<ul style="list-style-type: none"> <li>• For the surviving spouse or children of certain public peace officers, probation officers, parole officers, jailers, police reservists, fire fighters, and emergency medical personnel, Texas Gov't Code § 615.003</li> <li>• Death occurred in the line of duty as a result of a risk inherent in the duty</li> <li>• Must be enrolled full-time</li> </ul>	Tuition and Fees  Student Housing and Food Contract Costs Textbook Costs  <b>NOT TO EXCEED BACHELOR'S DEGREE OR 200 HOURS</b>
Texas Ex-Servicemen <i>Texas Education Code, § 54.341</i>	<ul style="list-style-type: none"> <li>• Currently resides in Texas (unless the student received the exemption prior to fall 2011)</li> <li>• Entered the service at a location in Texas</li> <li>• Declared Texas as the person's home of record or would have been a resident of Texas under Subchapter B at the time of entry</li> <li>• Served in U.S. armed forces in World War II, Korean Conflict, the Cold War, Vietnam, Grenada era, Lebanon, Panama, Persian Gulf, the national emergency related to 9/11/2001</li> <li>• Honorably discharged</li> <li>• Not eligible for federal education benefits</li> </ul>	Tuition  Fees (excluding general deposit fees, student services fees, and any charges for lodging, board, or clothing)  Other required charges  <b>NOT TO EXCEED 150 CREDIT HOURS</b> (assignment of unused hours to children under 25 years of age may be authorized by the veteran or following the death of an eligible veteran)

\*This information is provided in summary form. For more information contact the Office of Accounting at (432) 552-2706 and/or refer to Texas Education Code Section 54.201, et seq.

\*\*Must have Regental approval.

\*\*\*Required fees are those required as a condition of enrollment. They do not include room, board, books, transportation, lab fees or other course specific fees or optional fees.

# Refund of Tuition and Fees for Students Withdrawing from the University or Reducing Course Load

Upon completing a withdrawal form and submission to the Registrar, the percent of tuition refund will be determined. Refund amounts for withdrawals are based on the total number of hours in which a student is enrolled at the date of withdrawal. Students withdrawing will be refunded appropriate tuition and fees as follows:

## Long Semesters

Prior to first class day	100%
(Less a \$15 matriculation fee)	
During the first 5 class days	80%
During the second 5 class days	70%
During the third 5 class days	50%
During the fourth 5 class days	25%
After the fourth 5 class days	NONE

## Summer Session

Prior to the first class day	100%
(Less a \$15 matriculation fee)	
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	NONE

First time students receiving federal aid under Title IV of the Higher Education Act of 1965 will be entitled to a refund of the higher of: (1) the refund required by applicable state law; (2) the refund required by the accrediting agency; or (3) the pro rata refund as prescribed by federal law.

## Texas Tuition Rebate

In the Spring of 1997, the Texas Legislature passed Senate Bill 1907 which provides a \$1,000 rebate of a portion of the undergraduate tuition paid by certain students. These students are those Texas residents who are awarded a baccalaureate degree and have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including transfer credit and course credit earned exclusively by examination. The statute contains further detail on who is qualified and directs the Texas Higher Education Coordinating Board to

adopt rules for the administration of the rebate. Students who believe they may qualify for this rebate should ask the Registrar's Office for further information.

## Notification

Student will be given a bill, via printed format or via online format of tuition charges. This will include the amount of his/her tuition payment that is required to be set aside to provide financial assistance for the students enrolled at the institution.

## Payment of Tuition and Fees

Tuition charges at Texas state universities are established by state law. The State of Texas 78th Legislature allowed the Board of Regents of the University of Texas System to set designated tuition rates. The State of Texas Legislature does not set the specific amount of any particular student fee. Student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the University administration and the University Of Texas System Board Of Regents. All other fees at the University of Texas of the Permian Basin are fixed within statutory limitations set by the Board of Regents. All tuition and fees are subject to change by the State of Texas Legislature or Board of Regents without notice. Tuition and fees at the University of Texas of the Permian Basin are subject to change in adherence with acts of the State of Texas Legislature and/or policies of the Board of Regents.

Students are not entitled to enter a class or laboratory until their fees and deposits have been paid. Students are expected to pay all tuition and fees at the time of registration or have an approved financial aid program arranged by the Financial Aid Office prior to registration. Payment may be made by cash, check, credit card, or money order. Check, money order, and credit card (VISA, MasterCard, and Discover) payments will be accepted subject to final collection by the University's bank. All checks must be drawn on U. S. banks in U. S. dollars. When a check is returned to the University, a \$25.00 service charge is assessed. If the returned check was for tuition, the student's registration will be cancelled.

Section 54.007 of the Texas Education Code authorizes the Board of Regents of The University of Texas System to provide for the payment of tuition and mandatory fees during the fall and spring semesters through the following alternatives:

1. Full payment of tuition and fees in advance of the beginning of the semester; or
2. Payment in installments under payment plan options that require the first payment to be made in advance of the beginning of the semester and the final payment to be made before the last day of the semester.

There will be a \$75 administrative fee assessed if the installment payment option is used and a \$10 late fee. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the University when the payments are due, is subject to one or more of the following actions at the University's option:

1. Prohibition from registering for classes until full payment is made;
2. Withholding of grades, degree and official transcript; and loss of credit for work completed that semester;
3. All penalties and actions authorized by law;
4. Referral of debt to a collection agency.

All policies regarding the payment or refunding of tuition, fees, and charges are approved by the Board of Regents of The University of Texas System and comply with and are subject to change by applicable state statutes. If a person desires clarification of any matter relating to payment or refund of such charges, or believes special circumstances warrant exceptions to the published policy, the Registrar or the Office of Accounting should be contacted.

## Changes to tuition and fees

Tuition and fees are subject to change by legislative or regional action and become effective on the date enacted. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed above are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

## Excess Hours

As authorized by state law, a student who pays resident tuition rates and who attempts hours that exceed a designated limit will be charged a higher tuition rate of \$325 per semester credit hour or nonresident tuition rates. The designated limit for a student who initially enrolled in an institution of higher education in Fall 1999 through Summer 2006 is 45 credit hours beyond the required hours for the student's declared degree program. The designated limit for a student who initially enrolled in an institution of higher education in Fall 2006 or later is 30 credit hours beyond the hours required for completion of the student's degree program, or for doctoral students, 100 semester credit hours beyond the hours required for completion.

The following semester credit hours are not included in the calculation:

- semester credit hours earned by the student 10 or more years before the date the student begins the new degree program under the Academic Fresh Start Program of the Texas Education Code, § 51.931;
- hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student;
- hours earned by the student by examination or similar method without registering for a course
- hours from remedial and developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution if the course work is within the 27-hour limit at two-year colleges and the 18-hour limit at general academic institutions;
- hours earned by the student at a private institution or an out-of-state institution; and
- hours not eligible for formula funding.

For more information contact the Registrar Office at (432) 552-2635.

## Three-peat charge

A student whose hours may no longer be submitted for formula funding because it is the same or substantially similar to a course that the student previously attempted for two or more times at The University of Texas of the Permian Basin will be charged a higher tuition rate of \$417 per semester credit hour or nonresident tuition rates.

## Summary Descriptions of Required Tuition and Fees

Student Services Fee Variety

A non-refundable, one time, compulsory fee to defray orientation costs.

<u>Name of/Classification</u>	<u>Residency</u>	<u>Amount</u>	<u>Notes</u>
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**UNDERGRADUATE**

In-State	Resident	\$195.59/sch	Set by Legislature and Board of Regents (Texas Education Code 54.0512 and 54.0513)
Out-of -State	Non-Resident	\$230.59/sch	Set by Texas Higher Education Coordinating Board per Statutory Requirement.

**GRADUATE**

In-state	Resident	\$245.59/sch	Governing board may set at twice statutory rates for undergraduate programs
Out-of-State	Non-Resident	\$280.59/sch	Set by Texas Higher Education Coordinating Board per Statutory Requirement.

**REQUIRED FEES:**

Advising Fee	All Students	\$15/semester	A non-refundable, compulsory fee to defray costs of student advising.
Athletic Fee	All Students	\$21.20/sch	A fee to support the intercollegiate athletics program
Technology Fee	All Students	\$7.75/sch	A fee for support of student technology needs and applications.
Library Service Fee	All Students	\$5/sch	A compulsory fee to fund an increase in direct services to students including on-line access to academic indexes and electronic library services.
Medical Service Fee	All Students	\$14.63/semester	
Orientation	Transfer Students	\$75	A non-refundable, one time, compulsory fee to defray
Orientation	Freshman Students	\$120	A non-refundable, one time, compulsory fee to defray orientation costs.
Student Services Fee	All Students	\$16.34/sch	A compulsory fee to fund student services and operations and use of facilities and activities; governing board may set at a rate up to the statutory tuition for resident undergraduate students- Max \$250
Student Multi-Purpose Center Fee	All Students	\$150/semester	A fee to finance, construct, operate, and maintain a Student Multi-Purpose Center Fee

**INCIDENTAL FEES:**

Audit Fee	Students desiring to audit	\$35/sch of course plus lab fee	To defray costs incurred in scheduling non-participants in scheduled classes.
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Student ID Fee	All Students	\$10/student ID	A fee to defray the cost for the student identification card.  For specific services such as late registration, library fines, microfilming fees, bad check charges, application. Mandatory charges for certain laboratory courses; may not be less than \$5/semester or more than \$30/semester and must not exceed the cost of actual materials and supplies used by a student.
Variety	All Students	Variable	Charges in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.

**Laboratory Fees:**

Variety	All Students	Variable
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**Supplemental Fees:**

Variety	All Students	Variable
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**Voluntary Fees:** Variety Students desiring the specific service may include such items as parking fees, yearbooks, and a locker fee.

**LIST OF FEES:**

**Add/Drop Fee.** To defray costs incurred when a student adds or drops a course or courses, a \$5 per transaction fee will be assessed.

**Advising Fee.** To defray costs of student advising, a charge of \$10 per student per semester will be assessed. **THIS IS A NON-REFUNDABLE FEE.**

**Athletic Fee.** To support the intercollegiate athletics program, a \$12 per semester credit hour fee will be assessed.

**Audit Fee.** To defray administrative costs incurred in scheduling non-credit participants in scheduled classes, a \$35 per credit hour of class without a lab and a class with a lab will be assessed the same amount plus the lab fee.

**Distance Education Fee.** To defray the costs associated with providing materials, services and instructional support for Distance Education courses, a \$80 per credit hour will be charged.

**Education Seminar Course Fee.** To defray costs of a diagnostic test kit, a \$25 fee will be charged.

**Education Field-Based Instruction Fee.** A \$10 per course fee will be charged to recover travel costs in certain field-based educational courses.

**Education Internship Fee.** Student interns are assessed a \$50 fee to cover administrative and travel expenses associated with providing supervision for teaching internships in Education 4692.

**Education Internship: Diagnostician Course Fee.** To defray costs of a diagnostic test kit, a \$25 fee will be charged.

**Education Learning Theory and Assessment Course Fee.** To defray costs of a diagnostic test kit, a \$25 fee will be charged.



**Education Practicum: Reading Course Fee.** To defray costs of a diagnostic test kit, a \$25 fee will be charged.

**Education Reading Diagnostic/Remediation Course Fee.** To defray costs of diagnostic tests, a \$25 fee will be charged.

**Education Student Teaching Course Fee.** Students enrolled in Student Teaching, Education 4099 and Education 4399, are assessed a \$65 fee to defray the costs of providing cooperating teachers for supervision of student teachers.

**Geology Field Course Fee.** A \$650 fee will be charged for the GEOL 4600 Field Geology course.

**Health Insurance Fee.** International students holding nonimmigrant visas and living in the United States will be assessed a fee to defray costs of mandatory insurance. The rate will be variable to match the premium for the approved U. T. System student insurance plan. The fee will be waived where the student provides satisfactory evidence of approved comprehensive health insurance, as outlined by Regents Rule 50402. Students should contact the Office of Admissions for more information.

**Nursing Insurance Fee.** Nursing students will be assessed a fee for specific courses. The rate will be variable. The fee will be waived where the student provides satisfactory evidence of approved comprehensive insurance. Please contact the Nursing Department for more information.

**In Absentia Fee.** The fee for in absentia registration is \$25.00. The fee is assessed to those students who need to register in the University for the purpose of having a degree conferred, but not for courses. No refund is made for the cancellation of an in absentia registration. For more information regarding the in absentia fee, see "Undergraduate and Graduate Degree Requirements."

**Installment Tuition Fees.** To cover costs related to providing the installment payment option. The Tuition Handling Fee is \$75 per academic term; The Tuition Delinquency Fee is \$10 per delinquent payment.

**Laboratory Fees.** There are a variety of mandatory charges for certain laboratory courses; they may not be less than \$1 per semester nor more than \$30 per semester and must not exceed the cost of actual materials and supplies used by a student.

**Late Registration Fee.** Any student who, with proper permission, registers after the scheduled registration in that semester, will be required to pay a special charge of \$15 to defray costs associated with keeping registration open after published times.

**Library Fees.** The following fees are to cover library operational costs associated with the processing, storage and purchase of lost or damaged books or books returned after the due date and with search, copy, and interlibrary loans. To cover library costs for the purchase of equipment, furniture and technology dealing with library resource management and costs of other library operations.

The late fee and processing fee are non-refundable.

Printer Cards:	Cards of various denominations. Starting at \$1 at a rate of \$.05/page.
	\$7.50 if the book can be repaired.
Damaged Book:	Cost of book plus \$15 processing fee if the book cannot be repaired . \$50 plus \$15 processing fee if the book cannot be replaced.
Info Express	\$5 per item +.15 per page over 50 pages.
(Document Delivery)	\$10 per item + .25 per page over 25 pages
Interlibrary Loan:	\$1.50 computer charge plus supplier and handling costs; \$5/Rush
Library Fax:	\$1/ + .20 per page over 3 pages (Domestic)

\$5/ + full cost of all telecommunication and other charges (International).

Replacement cost plus \$15 processing fee.  
\$50 plus \$15 processing fee if book volume cannot be replaced.  
\$25 per item for materials from the curriculum collection plus \$15 processing fee.  
\$125 per item for reference volumes plus \$15 processing fee.  
\$100 per microform volume equivalent plus \$15 replacement fee.

Lost Book:

Replacement fee will be credited automatically when an overdue item is returned in good condition.

Overdue Charges:

General Check Out: \$0.25/day/item  
Interlibrary Loan: \$1/day on overdue materials  
Recalled Books: \$1/day  
Reserve Books: \$0.25/hour

**Video/Non-Print**

Media: \$1/day  
Thesis and Book \$7.50 plus any additional costs required for  
Binding: Special binding such as pocket part, tipping of maps, etc. to a maximum of \$15.  
Transparency: \$0.50 black/white, \$2 /color

**Library Service Fee.** A compulsory fee for all students in the amount of \$3 per semester credit hour to fund an increase in direct services to students including on-line access to academic indexes and electronic library services.

**Medical Service Fee.** A compulsory fee for all students to provide medical services for students at the contract facility with a \$10 co-pay.

Fall and Spring Semester: \$ 13.30

Summer Semester: \$ 5.00

**Orientation Fee.** A compulsory fee for all students of \$75, which provides a new student orientation prior to registration.

**THIS IS A NONREFUNDABLE FEE.**

**Parking Permit Fees.** Students will register their cars in a single payment for the entire school year or the balance of the school year in which they register, whichever is applicable. The school year is August 15 through August 14. The following fees will be charged:

Passenger vehicles and trucks: \$45 per year  
Additional Parking Permit Fee: \$7  
Two-wheel vehicles (motorcycles, scooters, motorbikes): \$45 per year

**Contingent on Board of Regents approval the rates may be increased.**

Enforcement Fees

Parking Violations: \$10-\$35 for each offense; depending on type of offense

Moving and non-moving violations: \$30-\$100/each

Failure to pay an assessed fee within 10 calendar days of receiving the citation will result in a \$3.00 late charge.

**\*\*Fees are subject to change\*\***

**Placement Services Fee.** Students will be charged \$20 for the establishment of each placement file and \$16 for the second set of 10 copies to defray the costs of compiling, maintaining, and mailing student placement files.

**Property Deposit.** A \$20 property deposit shall be collected from each student. The deposit shall be returned on the withdrawal or graduation of the student who so requests, less any loss, damage, or breakage caused by the student. Any deposit which remains without call for a refund for a period of four years from last attendance shall be forfeited.

**Returned checks.** A service charge of \$25 will be assessed for each returned check.

**Student Identification Card.** All students will be charged a \$10.00 service fee per student identification card as approved by The University of Texas System Board of Regents. This is not a purchase fee. The student I. D. Card is the property of U. T. Permian Basin and return may be required upon the student's withdrawal from the University, when it has been put to fraudulent use, or at other times determined appropriate by administrative officers of the University.

**Student Services Fee.** The Student Services fee is compulsory for all students. The amount charged is \$14.85 per semester credit hour. The maximum Student Services fee per semester is \$250.00. Students who register for the summer session are charged on the same basis as students registered during the regular academic year. The fee provides funding for extracurricular activities and events designed to augment student life at U. T. Permian Basin and reservation privileges at the gymnasium.

Students registered in absentia are not eligible to participate in student services and programs unless the regular fees are paid. The Student Handbook publishes the available programs, activities and services that the fee provides. This handbook is available at registration or from the Office of Student Life.

Refund of the Student Services fee to students withdrawing is made on the same basis as refund of the registration and tuition fees.

The Board of Regents may set the fee at a rate up to \$250/semester for resident undergraduate students.

**Supplemental Fees.** These include a variety of fees charged in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.

**Teacher Certification Credentials Fee.** A \$10 fee will be charged to cover the costs of evaluating student credentials for state teacher certification.

**Teacher Certification Deficiency Plan Fee.** A \$30 fee per student will be charged to defray the cost of preparation of deficiency plans.

**Test Administration Fee.** To defray administrative costs in the Programs Assisting Student Studies (PASS) Office, a fee of \$10 per test will be charged. (This does not include the cost of the test.)

**Cost of tests:**

1. College Level Examination Program Fee (\$44)
2. Quick Texas Academic Skills Program (THEA)
3. Fee – Non-Students (\$10)
4. Scholastic Aptitude Test (SAT) (Institutional Administration) (\$30)

**Theatre Appreciation Course Fee.** A \$25 per student fee will be assessed to defray the costs of theatre attendance required for students enrolled in DRAM 2301.

**Transcript Fee.** There is a transcript charge of \$7 for each University transcript ordered to defray costs of retrieving, duplicating, and mailing transcripts. Additional Fees for Faxing processing and Express delivery charges may incur.

**Voluntary Fees.** Variety of fees for students desiring a specific service which may include such items as parking fees, yearbooks, locker fees, and intercollegiate athletics passes.

## Institutional Eligibility Requirements

The University of Texas of the Permian Basin has a current Eligibility and Certification Approval Report (ECAR) on file.

For Graduate Students UTPB is approved to participate in the following financial aid programs:

Federal Direct Unsubsidized Loans

Federal Work Study

TEACH Grant

Last updated: 05/27/2016

## Program Eligibility

All of the academic programs listed in the University Catalog that lead to the completion of a bachelor's or master's degree are eligible for Title IV funds. These programs have been approved by, the University, the UT Board of Regents, and the Texas Higher Education Coordinating Board. As long as a student is enrolled in one of these programs they can receive Title IV funds.

It is the responsibility of the Office of Financial Aid to determine that a student is actually enrolled in a program that qualifies for Title IV funds. This is done before any funds are awarded or disbursed. All programs are measured by credit hours on a semester basis. The Registrar's Office is responsible for making sure that all classes taught meet the appropriate guidelines for duration and contact hours as set by the Texas Higher Education Coordinating Board. The academic calendar is set by the Registrar's Office and printed both in the University Catalog and in the corresponding semester schedule. At the completion of a program the Registrar's Office is responsible for awarding the appropriate degree. To earn a degree, a student must meet all of the criteria listed in the University Catalog, as well as have the approval of their academic advisor and department chair. The Faculty Senate must recommend the student be allowed to graduate and the President confers the degree to the student.

## Ineligible Programs

These programs are ineligible for Title IV aid:

- Continuing education courses have not been approved for academic credit and are therefore not eligible
- Post baccalaureate students who are non-degree seeking and not seeking teacher certification

## General Title IV Student Eligibility Requirements

To be considered a student eligible to receive Title IV funds, they must:

- Be enrolled as a regular student in an eligible program
- Have a high school diploma or its recognized equivalent (e.g., a GED);
- Be enrolled in an eligible institution that participates in a state process approved by the Secretary.
- Have a valid Social Security Number with the Social Security Administration, if required
- Be a U.S. citizen or eligible noncitizen
- Be registered with Selective Service, if required
- **Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder**
- **Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program**
- **Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt**
- **Be making satisfactory academic progress (SAP)**
- Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid

\*\*Graduate students enrolled in the accelerated 8 week online class may be eligible to receive a reduced amount of loans for being enrolled in one 3 credit hours class per semester. Please contact Financial Aid for more information at (432) 552-2620.

## Federal Direct Loan (Unsubsidized)

Once a student earns their first Bachelor's degree they are no longer eligible to receive Federal Pell Grant or Federal Direct Subsidized Loans. Graduate Students are only eligible to receive Federal unsubsidized loans. This means that the borrower begins paying interest on the loan at the time the loan is made. In most cases, the principal can be deferred during enrollment periods. Unsubsidized loans can be used to meet the Expected Family Contribution (EFC) calculated in the FAFSA need analysis.

Eligibility: There are several criteria that a student must meet to be eligible to receive loans.

1. Must complete a FAFSA
2. Must be enrolled in 6 hours (half-time) at the time the loans are to be transmitted\*\*
3. Must be registered in an approved program
4. Must not be in loan default
5. Not have exceeded their annual or aggregate loan limits
6. Meet SAP

\*Six semester credit hours constitute a full-time semester load for graduate students who are admitted to and enrolled in an accelerated online program, taking classes in eight week terms. For all other graduate students, nine semester credit hours constitute a full-time semester load. The maximum course load for graduate students is 15 semester credit hours in a fall or spring semester or 6 semester credit hours in a six week summer term.

Loans are packaged automatically to all students who qualify. If the student wishes to receive their additional unsubsidized amounts, they must come to the Office of Financial Aid and request them.

**Accepting Loans: A student can accept all, some, or none of their loans. If a student wishes to accept their loans and have them applied to their bill, they must complete the loan acceptance process.**

The loan acceptance process is as follows:

1. Student completes entrance counseling at studentloans.gov
2. Student completes a Master Promissory Note (MPN) at studentloans.gov
3. Student accepts awarded loan acceptance thorough the muUTPB student portal

In the Fall semester, students who intend to enroll in both the Fall and Spring semesters will get one disbursement in the Fall and one disbursement in the Spring.

Students enrolled in the 8 week accelerated classes only, or who accept a loan in one semester at a time, will get their first disbursement at the beginning of the semester and their second disbursement at the 60% mark of the semester.

Once the Loan Officer has verified the student is eligible for a loan, they will initiate the disbursement process.

**Over Awards, Refunds, and Returns:** The Office of Financial Aid attempts to catch an over award before a refund check is sent to the student but sometimes this is not possible. In the instance of an over award, the student will be required to pay back the funds. If when the loan funds are applied to a student's account, a refund occurs, the refund will be sent to the student.

If a loan has been originated, and before it is transmitted to the student, the student drops to less than half time status, the loan will be cancelled and the student will not receive it.

**Reporting:** Loan amounts are reported to COD, through EDE Express.

**Disbursement Letters:** Disbursement notification informs the student of when loans will be disbursed, as well as informing them that they do not have to accept their loans and they can return their loans if they fill out a loan cancellation form within 14 days of receiving their disbursement letter.

## TEACH Grant

The TEACH Grant program is a non-need based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low income elementary or secondary school as a highly qualified teacher, for at least four years within eight years of completing the program for which the TEACH Grant is awarded.

The student must sign an Agreement to Serve (ATS), and complete entrance counseling each award year prior to receiving a TEACH Grant.

If the student fails to meet the requirements of the service agreement, the TEACH Grant will be treated as a Direct Unsubsidized loan, and the student must repay the TEACH funds, with interest accrued from the date of disbursement.

The TEACH Grant award amounts are similar to Pell awards in that there is a Scheduled Award, which is the maximum that a full time student would earn for a year, and an Annual Award, which is the amount a student would receive by enrolling for a year in an enrollment status.

A student may receive up to \$16,000 in TEACH grants for undergraduate and post-baccalaureate study, and up to \$8,000 for a TEACH-eligible master's degree program.

**Packaging:** TEACH Grant is packaged if the student comes to the Office of Financial Aid and requests to receive them. Once the student requests TEACH Grant funds:

- Their entrance counseling and ATS are checked for completion.
- The student's GPA is also checked, the minimum standard for GPA is 3.25.
- The student's major and certification type is checked. They must be completing a high needs certification.
- If these are complete, the TEACH Grant is packaged to the student based on their enrollment status.

# UTPB Book Voucher/Book Loans

Financial aid disbursements generally occur after the census date to minimize the number of students who get refunds that are not eligible for them. Because of this, UTPB offers book vouchers and book loans for students. The function of a book voucher/loan is to allow the student to put the cost of their books, and other supplies, on their bills so that their financial aid can cover the cost.

Students who have financial aid are eligible for a book voucher. A book voucher is interest free and is processed in the Office of Financial Aid. Students who do not have any financial aid can take out a book loan. A book loan is charged interest. The Office of Accounting is responsible for informing the student of the interest charge.

## Definition of Disbursements & Disbursement Methods

Financial aid funds are generally disbursed using this method

1. Office of Financial Aid determines a student's eligibility for funds.
2. Office of Financial Aid disbursed the funds to the student's account.
3. If the student's account enters credit status, the Office of Accounting will process a residual check for the student within 14 business days.

It is the intention that financial aid will cover the student's balance, however in certain instances it may be possible that the aid is applied, a refund issued, and additional charges are later put on the account. This happens most often with book vouchers and students adding additional courses. In these situations, the student will be required to pay their balance with their refund check.

Title IV funds are disbursed to students on a reimbursement method. Students are not penalized if their aid is delayed, but may be required to pay their balance and then receive reimbursement depending on the situation. The Office of Financial Aid cannot guarantee that a student will receive their aid if they do not have a completed FAFSA on file by July 15th for Fall or November 15th for Spring. Students who do not meet the priority deadline will have to pay their balances for the semester and then be reimbursed once their aid is awarded and disbursed.

## Disbursement Dates & Schedules

Disbursement dates can be found in the appropriate semester schedule.

## Satisfactory Academic Progress

Although state and national policy has established many objectives for student financial aid programs, one clear purpose is to fund only students who meet certain academic standards. Institutions are therefore required by law to formulate standards to gauge the progress of students receiving federal and state financial aid by applying both qualitative and quantitative measurements to academic work. A maximum time limit for the completion of a degree and a minimum grade point average (GPA) are used by the University to measure satisfactory academic progress. The qualitative standard of satisfactory academic progress is measured by the cumulative grade point average (CGPA) of courses taken at U. T. Permian Basin. To be making SAP Graduate students must maintain a 3.0 GPA and a 75% completion rate. Funded hours are those semester credit hours which are counted in determining a student's enrollment status for payment of financial aid. Courses in which a "W", "D", "F", "U" or "Z" has been recorded may be repeated once and be included as funded hours for financial aid (i.e., in the 12+ hours for full-time enrollment). Repeated

courses in which a grade of "C" or higher, "S" or "I" has been recorded will not be included as funded hours for financial aid. Audited courses cannot be funded with financial aid or counted in the progress requirements.

Student Academic Progress will be checked after each semester. Progress will be checked at the end of the fall semester. Students who are found to not be making progress either for qualitative or quantitative reasons will be put on Financial Aid Warning. Students with a warning status will not have their aid suspended and will be allowed to receive aid for one additional semester. At the end of the spring semester academic progress will be checked again. All students who are on Financial Aid Warning, and have not met the minimum requirements for academic progress will be put on financial aid suspension. These students will not be eligible to receive aid until they have successfully met the academic progress standards or successfully appealed their SAP

**Sample of total tuition and fee charges for a semester  
Fall 2018**

**Institution: The University of Texas of the Permian Basin**

The table can be used to estimate the full costs of one semester for Texas resident students. For undergraduates, the amounts are shown for 12 and 15 semester credit hours (SCH). For graduate students, the table gives amounts for 3 and 9 SCHs. If a student enrolls for a different number of hours, he or she may use the extra column to calculate those costs using the per semester credit hour charges for tuition and fees that are based on the number of hours of credit (see class schedule for details). Since the table shows *only average charges* for college and course related fees, a more precise total would have to be calculated by determining the actual fees for the student's school or college and the courses for which the student has enrolled. Necessary information may be obtained from the Office of Accounting, the class schedule and/or UTPB's Home page on the web at [www.utpb.edu](http://www.utpb.edu) on the tuition and fee tables.

<b>Name of Charge</b>	<b>Undergraduate 12</b>
<b>Resident Tuition (1)</b>	2830.80
<b>Add: Required Fees</b>	
Student Services Fees	196.08
Library Service Fee	60.00
Athletic Fee	254.40
Student Multi-Purpose Center	150.00
Advising Fee	15.00
Technology Fee	93.00
Medical Service Fee	14.63
<b>Total Charges</b>	<b>2891.14</b>

1. At the time this catalog is going to print, tuition changes are under consideration by the State of Texas Legislature and the Board of Regents of the University of Texas System. Thus, actual tuition may change.
2. Required fees, those charged to all students, may be based on semester credit hours or may be persemester.
3. Averages only are given for college and course related fee charges (laboratory, incidental, supplemental/individual instruction fees) since charges vary according to academic program and courses;



actual fees are published in the institutional catalog and/or other publications. A summary description of these fees and the optional student services fees may be found in an attachment, the UTPB catalog and/or on UTPB's website at [www.utpb.edu](http://www.utpb.edu).

4. A one time, \$20.00 property deposit is charged to all first time students. A onetime orientation fee of \$35.00 for freshman students and \$15.00 for transfer students is charged for providing a new student orientation prior to registration. These amounts are not included in the totals.
5. Students may enroll in programs that have different tuition structures. An example would be online classes. For online classes the following fees are not charged: Athletics Fee, Student Service Fees, Medical Services Fee, Student Multipurpose Center and Repurposed Athletic Fee. However, students will be charged the following fees: Technology Fee, Library Fee, Advising Fee and Distance Education Fee.

**\*\*Fees are subject to change\*\***

## College of Arts and Sciences

## College of Arts and Sciences

The graduate program in the College of Arts and Sciences is an essential component of the University's research effort. All of our Master's programs, except the Masters of Public Administration (MPAL), offer a thesis option in which the graduate student will complete a prescribed array of courses and be given a substantial research project under the mentorship of one of our graduate faculty. These programs enhance critical thinking, effective oral and written communication, the development of discipline specific marketable skills, and require the student to better understand the theoretical aspect of their discipline. This track prepares the student not only for enhanced job opportunities and can improve earning potential, but prepares the student to enter professional and PhD programs.

All of our Master's programs have a non-thesis track as well. These programs offer a prescribed graduate program to sharpen the student's job skills, and to enhance job opportunities and can improve earning potential.

The Master of Arts (MA) degree is offered in English, History, Psychology with concentrations in either Clinical Psychology or Experiential Psychology and Spanish; the Master of Public Administration (MPA); and the Master of Science (MS) is offered in Biology, Computer Science, Criminal Justice Administration, Kinesiology, Geology, and Mathematics. Many of these programs have an online version of the non-thesis track, these include an MS in Kinesiology and Criminal Justice Administration, and an MA in English, Psychology, and a Master's in Public Administration.

## Department of Biology

Donald M. Allen, Professor of Biology and Ashbel Smith Professor  
Samuel David, Assistant Professor of Chemistry (Affiliated Faculty)  
Doug Henderson, Professor and Graduate Coordinator  
Gae Kovalick, Associate Professor  
Kimberley Little, Assistant Professor  
Milka Montes, Assistant Professor of Chemistry (Affiliated Faculty)  
Athenia Oldham, Assistant Professor  
R. Douglas Spence, Associate Professor and Department Chair  
Michael S. Zavada, Professor

## Department of History

Derek Catsam, Professor of History & Kathlyn Cospers Dunagan Professor in the Humanities  
Ana Martinez – Catsam, Associate Professor of History, Department Chair and Graduate Program Coordinator  
Roland Spickermann, Associate Professor of History  
Michael Frawley, Assistant Professor of History

## **Department of Kinesiology**

Steven Aicinena, Professor of Kinesiology  
James Eldridge, Professor of Kinesiology, Department Chair and Graduate Coordinator  
Richard Lloyd, Assistant Professor of Kinesiology  
David Morris, Associate Professor of Kinesiology

## **Department of Literature and Languages**

Perla Abrego, Assistant Professor of Spanish  
Jose Antonio Moreno, Assistant Professor of Spanish and Graduate Coordinator  
Sophia Andres, Professor of English  
Rebecca Babcock, William and Ordelle Watts Professor of English

Marlon Fick, Associate Professor of English

Jason Lagapa, Professor of English  
Todd Richardson, Professor of English and Graduate Coordinator

Myra Salcedo, Lecturer English

R. Nichole Rougeau-Vanderford, Lecturer English  
Shawn Watson, Associate Professor of English  
Mark Wildermuth, Dunagan Professor of English

## **Department of Mathematics and Computer Science**

Haesun Lee, Professor of Computer Science  
Ilhyun Lee, Professor of Computer Science  
Quan Yuan, Associate Professor of Computer Science and Graduate Coordinator

Paul Feit, Professor of Mathematics

John Garza, Assistant Professor of Mathematics

Christopher Hiatt, Associate Professor of Mathematics and Graduate Coordinator

Xinyun Zhu, Associate Professor of Mathematics

## **Department of Geosciences**

Michael S. Zavada, Professor and Chair (zavada\_m@utpb.edu)

Mohamed K. Zobia, Assistant Professor and Graduate Program Head (zobaa\_m@utpb.edu)

Sumit Verma, Assistant Professor  
Joon Heo, Assistant Professor

Miles Henderson, Assistant Professor

Robert Trentham, Senior Lecturer

## **Department of Psychology**

Lauren Browning Neal, Assistant Professor of Psychology  
Wei-ju Chen, Assistant Professor of Psychology  
Jamie S. Hughes, Associate Professor of Psychology and Graduate Coordinator  
James Olson, Professor of Psychology

## **Department of Social Sciences**

Harold Abrams, Associate Professor of Public Administration and Graduate Coordinator

John Fisher, Assistant Professor of Criminology and Graduate Coordinator

Craig Emmert, Associate Professor of Political Science  
Joanna Hadjicostandi, Associate Professor of Sociology

Iman Hijal-Moghrabi, Assistant Professor of Public Administration  
Kay Ketzenberger, Associate Professor of Social Work  
Richard Kiekbusch, Associate Professor of Criminology  
Robert Perry, Associate Professor of Political Science

## **College of Business**

## **College of Business**

The mission of the College of Business at The University of Texas of the Permian Basin is to offer both undergraduate and graduate educational programs that are high quality and that evolve with our ever changing economy; to foster the success of our students in their professional careers; to promote our community of scholars' excellence in teaching, intellectual contributions, and service; and to advance economic development within our region.

The College of Business has an active chapter of Beta Gamma Sigma, International Honor Society. A graduate student must be in the top 20% of the graduate class to be eligible for induction. Eligible students are inducted into Beta Gamma Sigma in the spring of each academic year.

### **Graduate Faculty**

Steven Beach, Ph.D.          Professor of Finance

Scott A. Carson, Ph.D.	Professor of Economics
Wayne Counts, Ph.D.	Associate Professor of Accounting
William R. Fannin, Ph.D.	Professor of Management
Lili Gai, Ph.D.	Assistant Professor of Marketing
Paul J. Haensly, Ph.D.	Associate Professor of Finance
Stuart MacDonald, Ph.D.	Visiting Professor of Finance
Robert Morrison, Ph.D.	Assistant Professor of Business and Technology
Dongfang Nie, Ph.D.	Assistant Professor of Accounting
Prakash Pai, Ph.D.	Associate Professor of Finance
Gary Ryan Peckham, DBA	Assistant Professor of Management
William H. Price, DBA	Associate Professor of Management
Anshu Saran, Ph.D.	Associate Professor of Marketing
Joseph Stauffer, Ph.D.	Associate Professor of Management
Carol Sullivan, Ph.D.	Associate Professor of Accounting

### **Programs**

Programs offered through the College of Business are the Master of Business Administration and the Master of Professional Accountancy. Both are professional programs to prepare individuals for business endeavors, although some students will proceed to doctoral level preparation. In each instance, the individual is expected to be more upwardly mobile in the organization. Emphasis on different types of organizations, including small business, service, and government are included to serve the needs of the region. Graduate courses are offered in the evening and online since most students are employed while working toward their advanced degrees. The College of Business also cooperates with other UT System components to offer the MBA Online program.

### **Admission**

Admission criteria for College of Business programs include a combination of GMAT scores and suitable undergraduate GPA.

## **College of Education**

## **College of Education**

The **vision** of the College of Education is a community of life-long learners who actively reflect on the impact of their values, attitudes, beliefs, and practices.

The **mission** of the College of Education is to prepare professional educators who are proactive in nurturing the life-long development of all learners. This mission will be accomplished by:

- Facilitating the acquisition of necessary knowledge, skills, and dispositions;
- Cultivating the value of diversity
- Encouraging collaborative inquiry, innovation, and research;
- Promoting collegiality and service in schools and communities;
- Integrating technology into practice;
- Providing opportunities for professional growth; and
- Influencing educational practices and policies at the local, state, and national level.

**Dean of the College of Education**

Larry G. Daniel, Ph.D.

**Associate Dean of the College of Education**

Roy Hurst, Ph.D.

**Chair of Counseling**

Maria Avalos, Ph.D.

**Chair of Curriculum and Instruction**

Yolanda Salgado, Ph.D.

**Chair of Educational Leadership**

Jessica Garrett, Ed.D.

**Chair of Literacy, Language, and Special Populations**

Kara Rosenblatt, Ph.D.

**Graduate Faculty**

Maria Avalos, Ph.D.	Associate Professor / Counseling
Kevin Badgett, Ed.D.	Associate Professor / Educational Leadership
Lindsey Balderaz, Ph.D.	Assistant Professor/Special Education
Larry G. Daniel, Ph.D.	Professor/Educational Leadership
Jessica Garrett, Ed.D.	Associate Professor / Educational Leadership
Roy Hurst, Ph.D.	Professor / Professional Education
Yuliana Kenfield, Ph.D.	Assistant Professor/ Bilingual Education
Samantha Klassen-Bolding, Ph.D.	Assistant Professor / Counseling
Kara Rosenblatt, Ph.D.	Associate Professor/Special Education
Yolanda Salgado, Ph.D.	Associate Professor / Bilingual Education

### **Programs of Study**

The advanced programs offered through the College of Education are designed to prepare candidates for enhanced classroom teaching, for leadership responsibilities beyond the classroom, and for doctoral study. Courses are offered in a variety of formats (face-to-face, online, hybrid, weekend), which allows candidates who are currently working to also attend class. Candidates may earn a Master of Arts (MA) degree in conjunction or separate from advanced certifications also offered by the College of Education.

### **Master of Arts degree programs**

The College of Education offers six Master of Arts (MA) degree programs:

- Bilingual/English as a Second Language
- Counseling
- Educational Leadership
- Professional Education
- Reading
- Special Education

### **Post-Bachelors Alternative Teacher Certification**

Initial teaching certification can be earned in conjunction with or separate from coursework for a master's degree. Students who are preparing for teacher certification, and, at the same time, working toward a master's degree, are admitted to Graduate Studies for the appropriate Education MA degree program, and are also admitted to the teacher certification program as a second field of study. Students who are preparing for teacher certification, but who are not working towards a master's degree, are admitted under the certification option. Initial teacher certifications can be earned in:

Elementary	Grades EC-6 Core Subjects
Middle Level	Grades 4-8 Core Subjects; English Language Arts; Math; Science; Social Studies
Secondary	Physical Science; Grades 8-12 Computer Science
	Grades 7-12 Chemistry; English Language Arts; History; Life Science (Biology); Journalism; Mathematics; Science; Social Studies; Speech
All Level	Grades EC-12 Art; Music; Physical Education; Spanish; Special Education

Supplemental certifications in Bilingual, ESL, or Special Education are available with any certification.

### **Advanced Certifications**

Advanced educator certifications require a master's degree and can be earned in conjunction with or after completion of coursework for a master's degree. Advanced certifications offered through the College of Education are:

- Educational Diagnostician
- Principal
- Superintendent
- Reading Specialist

Master Reading Teacher  
School Counselor  
Licensed Professional Counselor

Every effort is made to maintain consistency between the programs offered by the College of Education and the requirements for initial and advanced certifications established by the Texas State Board for Educator Certification. However, the state requirements for certifications may change more frequently than published degree requirements, and it is critical that candidates consult their advisors and the UTPB Certification Officer regularly.

## **Department of Curriculum and Instruction**

## **Department of Educational Leadership and Counseling**

## **Graduate Programs**

### **Bilingual/English as a Second Language, MA**

## **Administrative Unit**

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of Education, Department of Curriculum and Instruction, College of Education.

## **Objectives**

The Master of Arts in Bilingual/English as a Second Language (ESL) education is designed to prepare bilingual and/or ESL specialists for careers in teaching, supervision or curriculum management. This option allows the student to develop breadth in at least two areas of education: bilingual/ESL and a related area. This flexibility is designed to meet the individual needs of each student. This option may lead to teacher certification in the field of bilingual and/or ESL education.

## **Admission Requirements**

In addition to the College of Education requirements, students seeking teacher certification in bilingual education as a part of this Master's degree must demonstrate proficiency in Spanish by passing the Bilingual Target Language Proficiency Test (BTLPT).

## **Regular Admission**

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- Essay submitted and reviewed: "Why is the applicant interested in obtaining a master's degree in Bilingual/ESL education and how does the applicant see it enhancing their career?"

- Two letters of Recommendation: Preferably from someone who has supervised you and/or could speak about your strength and weaknesses.

## Conditional Admission

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Essay submitted and reviewed: "Why is the applicant interested in obtaining a master's degree in Bilingual/ESL education and how does the applicant see it enhancing their career?"
- Two letters of Recommendation: Preferably from someone who has supervised the applicant and/or could speak about their strength and weaknesses.
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);
  - May also consider cultural components including, but not limited to, English as a second language, weak academic preparation that can be remediated, student motivation and desire to succeed, evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives.

## Core Requirements (36 sch)

### College of Education Core Requirements (9 sch)

- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6304 Educational Psychology (3) sch
- EDUC 6305 Research Design in Education and the Social Sciences (3) sch

### Bilingual Education Courses (18-21 sch)

\* ESL only

\*\* Bilingual only

- EDBI 6323 History and Politics in Bilingual Education (3) sch
- EDBI 6324 Teaching Science, Social Studies and Math in Spanish (3) sch \*\*
- EDBI 6325 Teaching Language Arts and Reading for Spanish Speakers (3) sch \*\*
- EDBI 6326 Methods of Teaching ESL (3) sch
- EDBI 6327 Issues and Advanced Problems in English as a Second Language (3) sch \*
- EDUC 6329 Language Development and Acquisition (3) sch
- EDBI 6392 Practicum: Bilingual/ESL (3) sch

### Electives/Minor (6-9 sch)

1. Educational Leadership
2. Reading
3. Special Education

Courses chosen for electives/minor are done by committee members from that discipline.



## Culminating Experiences (3-6 sch)

(Choose one)

- EDBI 6395 Seminar: Seminar in Bilingual/ESL Education (3) sch  
*PLEASE NOTE - the following courses listed below require students to be on-campus to meet with the committee chair:*
- EDBI 6397 Research in Education (3) sch
- EDBI 6398 Master's Study: Bilingual/ESL (3) sch
- EDBI 6399 Thesis: Bilingual/ESL (3) sch

## Biology, MS

### Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the faculty of Biology, Department of Biology, College of Arts and Sciences.

### Objectives

The Master of Science program in Biology includes advanced education in experimental molecular, cellular and organismal biology. The program is designed primarily to prepare students for a professional career in an advanced field of biology. The program is used by students who want to gain additional background for teaching, as well by those who are preparing to go on to Ph.D. programs or professional schools.

### Admission Requirements

Acceptance into the Master of Science program with regular admission status requires Calculus I and II, two semesters of organic chemistry, and biology classes in genetics, evolution, cell biology and/or microbiology, and physiology and the freshman level prerequisites required for the biology and chemistry courses.

Depending upon the student's undergraduate program and career goals, the advisory committee may require completion of additional courses at the undergraduate level. (see Program Recommendations below). In addition to a completed application for Graduate Studies, prospective students must also submit two letters of recommendation, at least one of which must be from an undergraduate faculty member in the sciences who can address the suitability of the applicant for advanced study. Applicants must also submit a statement of intent that addresses the reasons why they wish to pursue an advanced degree in biology and the area of biology they wish to study.

### Regular Admission Status

- Bachelor's Degree from an accredited college or university
- A 3.0 cumulative GPA
- A GRE score in verbal reasoning, quantitative reasoning, and analytical reasoning at the 50% percentile or above in each category
- Two letters of recommendation
- Written statement of intent explaining the reasons the applicant is applying for the biology program

- Student does not require any leveling course in mathematics, chemistry or biology

## Conditional Admission Status

- Bachelor's Degree from an accredited college or university
- A 2.99-2.75 cumulative GPA
- Students must submit GRE scores (with no minimum score). These will be considered in combination with other components of the application
- Two letters of recommendation
- Written statement of intent explaining the reasons the applicant is applying for the biology program
- Student may require leveling courses in mathematics, chemistry or biology if the student has not taken Calculus I and II, two semesters of organic chemistry, or biology courses in genetics, evolution, cell biology, and/or microbiology, organismal biology, or physiology.
- OTHER EVIDENCE: At least one of the following:
  - One (1) year of positive research undergraduate research experience documented in one of the letters of recommendation
  - A combined GRE score on Verbal Reasoning and Quantitative Reasoning of 310
  - A GPA of 3.0 or above in upper level (3000 level or above) biology and chemistry classes
- The student will need to maintain a B or better in the first 12 hours of classes

## M.S. in Biology Degree Requirements - Thesis Option

- Students are required to complete 30 semester credit hours.
- Students must take **15-18** hours in Biology, **six to nine** hours may be in supporting areas of study.
- The remaining **six** hours must be earned in independent study leading to an original thesis.

## M.S. in Biology Degree Requirements - Non-thesis Option

- Students are required to complete **30** semester credit hours.
- Students must complete **six to nine** hours of BIOL 6392 Research in Biology to obtain experience in biological research.
- In the final semester, students must present a seminar covering the results of their work to the Biology Department and their committee.

## M.S. in Biology - Biomedical Emphasis

The MS with a Biomedical Emphasis is designed to provide students who desire terminal degrees in the health professions or in graduate school with additional academic and research experience which may help them be more successful in being admitted to these programs. The requirements are generally the same as those for an M.S. in Biology, except that the research project will be in the biomedical sciences, and at least 9 hours of coursework not involving research must be in topics that are biomedical in nature.

## **M.S. Biomedical Emphasis - Thesis Option**

- BIOL 6392 Bioresearch 3 hours in biomedical related research
- BIOL 6399 Master's Thesis 6 hours in biomedical related research

Must take 9 hrs from the following courses:

BIOL 6300 Bacteriology

BIOL 6301 Studies in Virology

BIOL 6322 Molecular Biology

BIOL 6323 Immunology

BIOL 6340 Molecular Genetics

BIOL 6356 Neuroscience

BIOL 6345 Development Biology

BIOL 6389 Selected Topics that have a biomedical emphasis approved by the Program Chair

## **M.S. Biomedical Emphasis - Non-Thesis Option**

- BIOL 6392 Bioresearch 6-9 hours in biomedical research

Must take 9 hrs from the following courses:

BIOL 6300 Bacteriology

BIOL 6301 Studies in Virology

BIOL 6322 Molecular Biology

BIOL 6323 Immunology

BIOL 6340 Molecular Genetics

BIOL 6356 Neuroscience

BIOL 6345 Development Biology

BIOL 6389 Selected Topics that have a biomedical emphasis approved by the Program Chair

In the final semester, students must present a seminar covering the results of their work to the Biology Department and their committee.

## **Special Program Features**

Where appropriate, individualized instruction is used in each student's program so not all courses require regular attendance. Laboratory facilities are ideally suited for individualized instruction. Students will also be given an opportunity to gain experience in teaching by assisting in one or more undergraduate laboratory courses under the supervision of a faculty member.

## **Program Recommendation**

If they have not already done so, students must complete organic chemistry I and II, calculus I and II, and physics before admission to regular graduate status. Students lacking specific upper level biology background such as biochemistry, genetics, animal physiology, or evolution may be approved by the advisory committee to take these undergraduate courses for 4000-level graduate credit (see list below).

## **Dual Degree Plan Option**

This option allows students to obtain a BS degree in Biology and MS in Biology in a five year period. In this plan the student would begin taking graduate classes in their junior year of college. The student would still need to be admitted to graduate school at the appropriate time and meet the same admission requirements as for the thesis option. The student would be required to complete a thesis during their 5th year of college.. For details concerning this plan, see the Graduate Program Head for Biology.

## **Business Administration, MBA**

### **Administrative Unit**

This program is administered by the Office of Graduate Studies and Research through the faculty of the School of Business

### **Objectives**

The objective of the MBA program is to provide the essential professional tools needed by our students to advance in managerial careers.

### **Admission Requirements**

The Master of Business Administration (MBA) program admits students who have completed a baccalaureate degree in any undergraduate field. Admission is based on a combination of the undergraduate GPA and GMAT Score: Entrance Status Score = (GPA X 200) + GMAT.

**\*GMAT requirement may be waived for applicants with a cumulative undergraduate GPA of 3.25 and above or a GPA of 3.25 and above in the last 60 hours in the undergraduate degree, from an accredited university. Students who are granted the GMAT waiver will be required to submit two letters of recommendation, at least one of which must be from an immediate supervisor or instructor that can testify to the applicant's professional experience.**

**\*For Executive Admissions: GMAT requirement may be waived for applicants who have seven years of significant managerial experience and an undergraduate degree from an accredited university. In addition, applicants will have to submit two letters of recommendation, at least one of them should be from an immediate supervisor or instructor. Students will be required to successfully complete a non-credit refresher or prep course, from UT Permian Basin, in Statistics, Economics, Accounting, and Finance before entering MBA coursework.**

### **Regular Admission**

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- \*GMAT scores at average percentile or better
- ENTRANCE SCORE: ES = (GPA X 200) + GMAT): above 1120

### **Conditional Admission**

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- GMAT scores at average percentile or better
- ENTRANCE SCORE:  $ES = (GPA \times 200) + GMAT$ : at least 1000
- OTHER EVIDENCE: At least one of the following:
  - Two Letters of Recommendation
  - Professional experience and/or awards

Students lacking academic business or accounting prerequisites or with a deficiency in their accounting GPA may be granted conditional status subject to the completion of the leveling coursework and/or achievement of the required GPA in undergraduate accounting courses. Conditional admission will normally be changed to regular status upon successful completion of pre-professional leveling courses including an accounting GPA of 3.0 in the pre-professional courses.

Students with an undergraduate GPA of less than 3.0 must take the GMAT exam before any graduate coursework can be taken. All applicants must take the GMAT exam prior to completion of 6 semester hours of graduate coursework.

Upon admission students will be evaluated for statistical literacy. Students who need additional skills in this area are referred to MATH 6301 (statistical literacy) until literacy requirement is fulfilled. Statistical literacy (MATH 6301) must be remedied in the first semester in which the student is accepted into the MBA program and must be taken before the student enrolls in MNGT 6303, FINA 6320, MNGT 6361, MNGT 6366 or electives in accounting, finance, management, or marketing.

## Non-degree Students in Graduate Business

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students must meet the general School of Business requirement of a 3.0 undergraduate GPA or demonstrate equivalent potential for success in graduate business studies. Non-degree students may register for MBA online courses only during late registration, on a space available basis, to give priority to degree-seeking students.

## Waiver Policies

Students with an academic business background may waive up to two core courses, decreasing the program to as few as 30 credit hours using the criteria below:

Course	Policy for Waiver
ACCT 6301	6 cr hrs of accounting, including financial & managerial with a "B" average
FINA 6320	12 cr hrs of upper division finance with a "B" average
MNGT 6320	6 cr hrs of upper division production & operations management with a "B" average
MNGT 6360	6 cr hrs of upper division management with a "B" average
MRKT 6310	12 cr hrs of upper division marketing with a "B" average

## MBA Program Requirements

## General MBA

- 30 hours for BBA, 36 hours for non-BBA

## Core Required Courses (15 sch)

- ACCT 6301 Accounting Analysis (3) sch
- FINA 6320 Financial Management (3) sch
- MNGT 6320 Production & Operation Management (3) sch
- MNGT 6360 Organizational Behavior (3) sch
- MRKT 6310 Marketing Management (3) sch

## Required Courses Beyond Core (18 sch)

- ACCT 6311 Information Systems Management (3) sch **or**
  - MNGT 6311 Information System Management (3) sch
  
  - MNGT 6301 Legal Environment of Business (3) sch
  - MNGT 6303 Analytical Models for Decision-Making (3) sch
  - MNGT 6361 Business Research Methods (3) sch
  - MRKT 6301 International Business (3) sch
  - MNGT 6366 Strategic Management (3) sch
- \*MNGT 6366 is the required capstone course. Pre-requisites: Completion of the core required courses and enrollment in the last 12 hours of the MBA coursework.

## Elective(s)

- Any 6xxx-level ACCT, FINA, MNGT, or MRKT course not otherwise required.

## Special Program Features

**Finance Emphasis:** Students whose three elective courses are graduate finance courses have completed a Finance Emphasis in their MBA program. Diploma recognition of the finance emphasis is pending at this time.

**Accounting Emphasis:** Students whose three elective courses are graduate accounting courses have completed an Accounting Emphasis in their MBA program. Diploma recognition of the accounting emphasis is pending at this time.

**Finance Emphasis and Accounting Emphasis:** Students may take three courses beyond the MBA requirements and fulfill both the Finance Emphasis and Accounting Emphasis. Diploma recognition is pending at this time.

**MBA for Prospective Texas CPAs:** Students who have an academic accounting background can fulfill the Texas State Board of Public Accountancy specific course requirements of an approved ethics course, an accounting research course, and a business communications course through graduate electives in the MBA program.

**Certificate in Energy Business:** Students with three graduate energy business courses are eligible for a Certificate in Energy Business in the MBA and MPA program.

## MBA with Certificate in Energy Business

- **30-33 hours for BBA, 42 hours for non-BBA**
- **The 'Core' and 'Beyond Core' courses are the same as in General MBA.**
- **Complete 3 out of 4 Energy elective courses:**
  - ACCT 6310
  - FINA 6331
  - MNGT 6324
  - MRKT 6309

## MBA with Finance Emphasis

- **30-33 hours for BBA, 42 hours for non-BBA**
- **The 'Core' and 'Beyond Core' courses are the same as in General MBA**
- **Three (3) Finance elective courses**

## MBA with Accounting Emphasis

- **30-33 hours for BBA, 42 hours for non-BBA**
- **The 'Core' and 'Beyond Core' courses are the same as in General MBA.**
- **Two options for suggested three (3) Accounting elective courses:**
  - For CPA Route:
    - ACCT 6305
    - ACCT 6313
    - ACCT 6315
  - For Non-CPA Route:
    - ACCT 6302
    - ACCT 6304
    - ACCT 6320

## MBA Online

### General MBA

- **30 hours for BBA, 36 hours for non-BBA**

### Core Required Courses

- ACCT 6301 Accounting Analysis (3) sch
- FINA 6320 Financial Management (3) sch
- MNGT 6320 Production & Operation Management (3) sch
- MNGT 6360 Organizational Behavior (3) sch
- MRKT 6310 Marketing Management (3) sch

### Required Courses Beyond Core

- ACCT 6311 Information Systems Management (3) sch **or**
- MNGT 6311 Information System Management (3) sch

- MNGT 6301 Legal Environment of Business (3) sch
- MNGT 6303 Analytical Models for Decision-Making (3) sch
- MNGT 6361 Business Research Methods (3) sch
- MNGT 6366 Strategic Management (3) sch
- MRKT 6301 International Business (3) sch

### Elective(s) (3 sch)

- Any 6xxx-level ACCT, FINA, MNGT or MRKT course not otherwise required.

### MBA Online with Finance Emphasis

- **30-33 hours for BBA, 42 hours for non-BBA**
- **The 'Core' and 'Beyond Core' courses are the same as in General MBA**
- **Three (3) Finance elective courses**

### Joint MPA/MBA Degree Program

The Joint Degree Program in Professional Accountancy and Business Administration is an accelerated program of broad study intended to provide students with two master degrees in 60 credit hours of study. Students must meet the requirements for admission to both the MPA and MBA programs and fulfill the leveling requirements in accounting pre-professional courses and statistical and computer literacy. Students who pursue the MPA and MBA program simultaneously may complete the MPA and MBA degrees by:

1. Fulfilling all leveling and pre-professional coursework.
2. Fulfilling all MPA and MBA required courses.
3. Completing at least two graduate business electives.
4. Completing additional graduate business electives in the place of any waivers granted for MBA Core Courses.
5. Completing all requirements for the MPA and MBA degree within 8 years of the first graduate course in the joint degree plan.

For students with no waivers of MBA core courses, the Joint MPA/MBA degree plan would be the following,

### Business Leveling (0-6 sch)

### Statistical Literacy

Students who need additional skills in this area are referred to MNGT 2342 (Principles of Statistics) until literacy is fulfilled.

### Accounting Leveling (0-18 sch)

- ACCT 3301 Intermediate Accounting I
- ACCT 3302 Intermediate Accounting II
- ACCT 3303 Cost Accounting
- ACCT 3305 Federal Tax Accounting
- ACCT 4306 Auditing



## Accounting Core Courses (15 sch)

- ACCT 6311 Information Systems Management (3) sch **or**
- MNGT 6311 Information System Management (3) sch
  
- ACCT 6305 Topics in Financial Accounting (3) sch
- ACCT 6313 Professional Ethics (3) sch
- ACCT 6315 Topics in Federal Income Tax (3) sch
- ACCT 6316 Topics in Auditing (3) sch

## MBA Core Courses (18 sch)

- ACCT 6301 Accounting Analysis (3) sch
- ECON 6301 Economic Analysis (3) sch
- FINA 6320 Financial Management (3) sch
- MNGT 6320 Production & Operation Management (3) sch
- MNGT 6360 Organizational Behavior (3) sch
- MRKT 6310 Marketing Management (3) sch

## Courses Beyond the Cores (12 sch)

- MNGT 6301 Legal Environment of Business (3) sch
- MNGT 6303 Analytical Models for Decision-Making (3) sch
- MNGT 6361 Business Research Methods (3) sch
- MNGT 6366 Strategic Management (3) sch

## Electives (Required -- 27 sch, All electives must be graduate business hours)

- ACCT 6301 or both ACCT 2301 and ACCT 2302 can be taken to fulfill the MBA CORE accounting requirement, which is a leveling requirement in the MPA program.
- Students with waivers of MBA core courses must take sufficient additional electives to reach an overall total of 60 credits for the joint MBA/MPA degree awarded at the same time.

## MBA for Students with a Previous Graduate Degree in Accounting

Students who have already received a graduate degree in accounting awarded by UTPB or another regionally accredited university, may complete the MBA degree by

1. Fulfilling computer and statistical literacy
2. Fulfilling all MBA required courses
  - a. Up to four MBA core courses may be waived based on waiver criteria above
  - b. Substitution of graduate business electives for MBA required courses already completed with a grade of "B" or better.
3. Fulfilling additional graduate business elective courses to meet a 30 credit hour program total minimum.
4. Completing all requirements for the MBA degree within 8 years of the first course completed in the graduate accounting degree.

For students who received a UTPB MPA degree, the MBA degree plan would be the following, once the computer and statistical literacy requirements are met.

### **MBA Core Courses (9 sch)**

- MNGT 6360 Organizational Behavior (3) sch
- MRKT 6310 Marketing Management (3) sch
- MNGT 6320 Production & Operation Management (3) sch

### **Courses Beyond the Core (15 sch)**

- ACCT 6302 Contemporary Control Systems (3) sch
- MNGT 6303 Analytical Models for Decision-Making (3) sch
- ECON 6302 Forecasting Business Conditions (3) sch
- MNGT 6361 Business Research Methods (3) sch
- MNGT 6366 Strategic Management (3) sch

### **Electives (6 sch of Graduate Business Courses)**

### **Grades**

MBA students will not be given graduate credit for courses taken when the letter grade earned is less than C. In addition, an MBA student may count no more than two C grades. A degree candidate is required to maintain an overall average of B and maintain a GPA of 3.0 in every semester throughout his or her program of study.

## **Computer Science, MS**

## **Administrative Unit**

The program is administered by the Office of Graduate Studies and Research through the Faculty of Computer Science, Department of Mathematics and Computer Science, College of Arts and Sciences.

## **Objectives**

The overall mission of the Masters of Science in Computer Science program is to prepare computer systems professionals to undertake leadership roles in business, industrial, and technology-based organizations. In addressing that mission, the following specific goals have been identified for the program:

- To instill in our graduates high principles of security, quality, and professional ethics
- To prepare for a career in exciting and emerging high-tech areas such as web development, software engineering, network security, distributed systems, mobile application development, database management, and other latest technologies.
- To grow as a mature professional and be able to take leadership roles with advanced knowledge of computer science and applications in related areas.
- To prepare those who choose to do so to continue graduate work leading to the doctorate in computing.

# Admission Requirements

*General* – Students who wish to enter the program must meet the general University requirements for admission to a graduate program.

*Departmental* – To be considered as having adequate preparation for the computer science master's program, students must present evidence of having completed courses equivalent to the following UT Permian Basin undergraduate computer science and mathematics courses.

## Regular Admission Status

To receive regular admission status to the Computer Science Graduate program a student must meet the following criteria. Regular admission is granted to students who have adequate preparation in the discipline.

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- GRE: Verbal Reasoning: Minimum 145 or better Quantitative Reasoning: Minimum 148 or better Analytical Writing: Minimum 3 or better

## Conditional Admission Status

To receive conditional admission status to the Computer Science Graduate program a student must meet the following criteria. Conditionally admitted students will be assigned specific requirements in terms of courses and performance, to include at least twelve hours of 6000-level courses, with a grade of B or better in all courses taken.

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.75 in the last 60 credit hours – or – Minimum 3.0 cumulative undergraduate GPA in all Computer Science and Mathematics classes.
- GRE: Verbal Reasoning: Minimum 145 or better  
Quantitative Reasoning: Minimum 148 or better  
Analytical Writing: Minimum 3 or better
- OTHER EVIDENCE:
  - 3.0 or better GPA in all computer science and math courses

Students not adequately prepared may be admitted conditionally with the requirement that any course in this list not already completed be completed with a grade of B or better. Students admitted conditionally to computer science must complete assigned requirements before beginning the actual degree program.

- COSC 1430, 2430 – CS 1 and 2, with programming experience in Java
- COSC 3310 Digital Computer Organization
- COSC 3312 Discrete Mathematics
- COSC 3315 Information Systems
- COSC 3420 Data Structures
- MATH 2413, 2414 Calculus and Analytic Geometry 1, 2

*Additional Background* – Several of the graduate courses have undergraduate prerequisites beyond these program prerequisites. Students are not required to complete these courses prior to admission to the graduate program and many will have completed them in their undergraduate program. In each case, the prerequisite course must be completed before undertaking the course for which it is a prerequisite. Up to two such courses, if not already taken as part of the undergraduate program, may be counted in the graduate degree program.

Here is the list of such courses:

- COSC 4330 COSC 6310 (Computer Architecture)
- COSC 4370 COSC 6370 (Networking), COSC 6375 (Distributed Systems)
- COSC 4415 COSC 6315 (Distributed Database Systems)
- COSC 4460 COSC 6360 (Software Engineering)

More information regarding admissions can be found at:

[http://www.utpb.edu/utpb\\_student/grad\\_catalog/main\\_admissions.htm](http://www.utpb.edu/utpb_student/grad_catalog/main_admissions.htm)

## Degree Requirements

### Core Course Requirements

- COSC 6310 Computer Systems Architecture (3) sch
- COSC 6315 Database Systems (3) sch
- COSC 6360 Software Engineering in Distributed Environments (3) sch
- COSC 6370 Networking (3) sch
- COSC 6375 Distributed Systems (3) sch

### Computer Science Electives

- COSC 6320 Data Modeling and Mining (3) sch
- COSC 6325 Advanced Operating Systems and Real-time Computing (3) sch
- COSC 6378 Computer and Network Security (3) sch
- COSC 6380 Programming Languages and Concurrency Issues (3) sch
- COSC 6385 Analysis of Algorithms (3) sch
- COSC 6390 Theory of Computation (3) sch

## Program Overview

Every student completes a 36 credit hour program as follows:

- the five core courses COSC 6310, COSC 6315, COSC 6360, COSC 6370, COSC 6375 (15 hours)
- at least two more graduate computer science courses (6 hours)
- three more elective courses, which may include courses from outside computer science approved by the student's committee, or may be additional computer science courses (9 hours)
- either a project or a thesis, either is the equivalent of two courses (6 hours)
- make an oral presentation of the results of the thesis or project effort

## Counseling, MA

## Administrative Unit

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of Education, Department of Educational Leadership and Counseling, College of Education.

# Objectives

Graduates of the UTPB Counseling program will acquire knowledge in the areas of ethical, legal and professional issues in counseling, as well as social and cultural foundations, human growth and development, career development, helping relationships, group work, appraisal, and research and program evaluation. Graduates will also obtain a strong understanding of diversity issues and be able to address the needs of a progressively growing diverse population.

# Program Mission

The mission of the University of Texas of the Permian Basin's Counseling Department is to prepare competent professional counselors who demonstrate the counseling identity, knowledge, skills, and discipline necessary to support a culturally diverse society.

# UTPB Counseling Programs

## Clinical Mental Health Counseling

The counseling program provides coursework leading to state-level credentials as a Licensed Professional Counselor.

## Professional School Counseling

The counseling program provides coursework leading to state-level certification as a Professional School Counselor. Students must have taught for two years before being eligible to pursue this specialization.

## Deficiency Program

Individuals who already hold a master's degree in counseling from CACREP-accredited program who do not meet all the requirements for licensure or certification may pursue the Professional Counselor Licensure Endorsement of School Counselor Certification Endorsement Tracks. These tracks require participants to meet the substantial equivalent of all current requirements in our CACREP accredited degree tracks, and the coursework is decided on a case-by-case basis.

# Admission Requirements

## Regular Admission Status

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours leading towards baccalaureate degree
- Personal Statement: Submit a statement of approximately 600 words describing your reason for pursuing graduate study at UTPB, your personal and academic background, relevant experience, and your professional goals.
- Three letters of recommendation in support of student. (Evidence of honorable discharge following military service may be used in place of one letter of recommendation.)

## Conditional Admission Status

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours leading towards baccalaureate degree
- Personal Statement: Submit a statement of approximately 600 words describing your reason for pursuing graduate study at UTPB, your personal and academic background, relevant experience, and your professional goals.
- Three letters of recommendation in support of student. (Evidence of honorable discharge following military service may be used in place of one letter of recommendation.)
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);
  - May also consider cultural components including, but not limited to, English as a second language, weak academic preparation that can be remediated, student motivation and desire to succeed, evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives.
- ADDITIONAL: Written explanation describing extenuating circumstances that contributed to low GPA. Personal Interview (telephone or face-to-face).

## Clinical Mental Health Counseling Specialization

Students completing the program with a specialization in clinical mental health counseling will demonstrate knowledge of:

- The roles, functions, credentialing and professional identity of community counselors;
- Policies, laws, legislation, and other issues relevant to community counselors in a culturally diverse society;
- Roles of the counselor in various community settings; organizational and legal dimensions of those settings; and general principles of community intervention, consultation, education and outreach;
- Principles for assessment, diagnosis and the use of current diagnostic tools, and case conceptualization in a culturally diverse society;
- Program development and delivery to diverse populations, including prevention, support groups, parent education, career/occupational information and counseling, and self-help;
- Effective strategies for promoting client understanding of and access to community resources, and modalities for initiating, maintaining, and terminating counseling services with diverse populations.

## Required Core Coursework (51 sch)

- COUN 6370 Life Span Development (3) sch
- COUN 6371 Prof. Orientation & Ethics (3) sch
- COUN 6372 Counseling Theory (3) sch
- COUN 6373 Career Development and Counseling (3) sch
- COUN 6374 Assessment and Appraisal Strategies (3) sch
- COUN 6375 Advanced Abnormal Human Behavior (3) sch
- COUN 6376 Research Design in Education and Social Sciences (3) sch
- COUN 6377 Counseling Techniques (3) sch
- COUN 6378 Group Theory and Practice (3) sch
- COUN 6379 Multicultural Counseling and Advocacy (3) sch
- COUN 6380 Addictions Counseling (3) sch
- COUN 6381 Trauma, Crisis and Grief Counseling (3) sch

- COUN 6382 Couples and Family Counseling (3) sch
  - COUN 6383 Child and Adolescent Counseling (3) sch
  - COUN 6384 Consultation and Program Development (3) sch
- 
- COUN 6389 Counseling - Special Topics (3) sch OR
  - COUN 6399 Thesis - Counseling (3) sch
- 
- COUN 6387 Advanced Diagnosis and Treatment (3) sch

### Required Clinical Coursework (9 sch)

- COUN 6391 Practicum sch
- COUN 6392 Internship I sch
- COUN 6393 Internship II sch

### School Counseling Specialization

- Those completing the program with a specialization in School Counseling will demonstrate:
- Competencies required to work with all students K-12 individually or in groups to address their personal, social, academic, and career concerns.
- Consultative and coordinating competencies required to work with parents, educators, other professionals, and community stakeholders collaboratively to address the developmental needs of all students.
- Knowledge of the role and function of the professional school counselor, including competencies necessary to conduct research and use assessment in order to development, implement, and maintain a comprehensive developmental guidance program.
- Knowledge of Texas Education Agency's Comprehensive and Developmental Guidance and Counseling Program and the American School Counselor Association's National Standards for School Counselors.

### Required Core Coursework (51 sch)

- COUN 6370 Life Span Development (3) sch
- COUN 6371 Prof. Orientation & Ethics (3) sch
- COUN 6372 Counseling Theory (3) sch
- COUN 6373 Career Development and Counseling (3) sch
- COUN 6374 Assessment and Appraisal Strategies (3) sch
- COUN 6375 Advanced Abnormal Human Behavior (3) sch
- COUN 6376 Research Design in Education and Social Sciences (3) sch
- COUN 6377 Counseling Techniques (3) sch
- COUN 6378 Group Theory and Practice (3) sch
- COUN 6379 Multicultural Counseling and Advocacy (3) sch
- COUN 6380 Addictions Counseling (3) sch
- COUN 6381 Trauma, Crisis and Grief Counseling (3) sch
- COUN 6382 Couples and Family Counseling (3) sch
- COUN 6383 Child and Adolescent Counseling (3) sch

- COUN 6385 Advanced Principles in School Counseling (3) sch
- COUN 6387 Advanced Diagnosis and Treatment (3) sch

- COUN 6389 Counseling - Special Topics (3) sch OR
- COUN 6399 Thesis - Counseling (3) sch

### Required Clinical Coursework (9 sch)

- COUN 6391 Practicum sch
- COUN 6392 Internship I sch
- COUN 6393 Internship II sch

## Criminal Justice Administration, MS

### Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the faculty of Criminology in the Department of Social Sciences, College of Arts and Sciences. This program is also served by faculty in related disciplines and the School of Business.

### Objective

The primary objective of the Master of Science in Criminal Justice Administration program is to provide an advanced understanding of the American criminal justice system and advanced instruction in the management of the agencies and institutions which make up that system. The core of the program revolves around specific courses in research methods, social statistics, policy evaluation and administration. Designated electives focus on governmental entities which deal with problems associated with crime control, public policy, and the administration of justice. Students who are in criminal justice positions or who plan a career in criminal justice can further their career development and advancement objectives through this program. The program also prepares students for community college teaching and entry into doctoral programs.

### Admission Requirements

#### Regular Admission Status

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- A resume showing current professional work history
- A 3-page, well-written, A.P.A. formatted essay that explains who you are and how you would bring about positive social change to the country. Describe yourself, your motivations for pursuing the MS-CJAD, and your expectations for the program. Discuss relevant past experiences, such as your education, jobs, community activities, leadership roles, awards, and honors. Write about how these experiences have shaped



you and prepared you for the MS-CJAD. Describe the positive social change you want to contribute to society with an MS-CJAD from UTPB

## Conditional Admission Status

- Bachelor's Degree from an accredited college or university
- GPA below 2.99 to 2.75 in the last 60 credit hours
- A resume showing current professional work history
- A 3-page, well-written, A.P.A. formatted essay that explains who you are and how you would bring about positive social change to the country. Describe yourself, your motivations for pursuing the MS-CJAD, and your expectations for the program. Discuss relevant past experiences, such as your education, jobs, community activities, leadership roles, awards, and honors. Write about how these experiences have shaped you and prepared you for the MS-CJAD. Describe the positive social change you want to contribute to society with an MS-CJAD from UTPB
- OTHER EVIDENCE:
  - Three letters of recommendation
  - Three years or more of employment experience, or other qualifications in the criminal justice field, including government, private, non-governmental, and non-profit organizations

Decisions concerning conditional admissions are left to the discretion of the departmental graduate admission's committee. Conditional students accepted must earn a 3.0 GPA in the first 9 hours of graduate study to remain in the program.

## Options

Both thesis and non-thesis options are available. Thesis degree plans will include CJAD 6399 Master's Thesis (6 hrs), 30 hours of required and elective coursework and an oral thesis defense. Non-thesis degree plans will include 36 hours of required and elective coursework and a written comprehensive examination. All theses are to be prepared according to the guidelines of the Office of Graduate Studies. Discussion with the academic advisor is recommended early in the development of the degree plan. Students who aspire to doctoral work are typically advised to select the thesis option.

## Graduation Requirements

- All students must achieve a cumulative 3.0 GPA on all work applied to the degree
- Thesis students must submit a standard master's quality thesis acceptable to a committee comprised of two U.T. Permian Basin Criminal Justice faculty members and a Graduate Faculty Representative from outside the program. Thesis students will also give an oral defense of their thesis to faculty and students
- Non-thesis degree plans will include 36 hours of required and elective coursework and a written comprehensive examination

## Core Requirements (18 sch)

Students entering the program are required to have completed key prerequisite undergraduate courses in Research Methods and Statistics, and must show evidence (e.g. undergraduate coursework, work experience) of a basic understanding of the American criminal justice system. Students deficient in these areas may be admitted to the program conditionally and may be required to take appropriate undergraduate leveling courses. Evaluation of previous transcripts for prerequisite course work will be part of the admissions process. All students will complete 36 hours of graduate work as part of the degree requirements. These will include the following:

- CJAD 6301 Crime and Criminal Justice (3) sch
- CJAD 6302 Statistical Applications in Criminal Justice (3) sch
- CJAD 6303 Advanced Research Methods in Criminal Justice (3) sch
- CJAD 6304 Public Administration in Criminal Justice (3) sch
- CJAD 6310 Public Policy (3) sch
- CJAD 6312 Crisis & Trauma Intervention (3) sch

## Electives (18 sch)

**Students can use graduate-level courses from the Departments of Social Sciences and Psychology as electives with approval from the program advisor and course professor.**

- CJAD 6330 Women and Minorities in the Administration of Criminal Justice (3) sch
- CJAD 6331 Crisis Management and Conflict Resolution (3) sch
- CJAD 6335 Restorative Justice and Social Change (3) sch
- CJAD 6340 Contemporary Problems and Issues In Police Administration (3) sch
- CJAD 6341 Policy and Diversity (3) sch
- CJAD 6350 Contemporary Problems and Issues in Correctional Administration (3) sch
- CJAD 6351 Comparative Criminal Justice System (3) sch
- CJAD 6360 Contemporary Legal Issues In Criminal Justice Administration (3) sch
- CJAD 6361 Advanced Constitutional Law (3) sch
- CJAD 6362 Civil Liability For Criminal Justice Administrators (3) sch
- CJAD 6389 Special Topics in Criminal Justice Administration (3) sch
- CJAD 6391 Contact Study (3) sch
- CJAD 6399 Master's Thesis (3 or 6) sch

## Educational Leadership (Online), MA

### Administrative Unit

This degree is administered by the Office of Graduate Studies and Research through the faculty of Education, Department of Educational Leadership, College of Education.

### Objectives

The Master of Arts in Educational Leadership is designed to prepare advanced candidates for positions of leadership in education. Advanced candidates participating in this program may become eligible for Principal as Instructional Leader Certification often required for positions in building level school administration in Texas. Degree candidates receive training in instructional and administrative leadership, cultural proficiency, public relations, human resource management, school law and ethics, fiscal responsibility, organizational theory and other relevant areas appropriate for twenty-first century educational leaders. Eligible candidates in Texas may also pursue Superintendent Certification following successful completion of the MA and/or successful completion of the requirements for Principal as Instructional Leader Certification in Texas\*. The Educational Leadership program is aligned with the State Board for Educator Certification (SBEC) Principal and Superintendent Competencies, as well as the CAEP/ELCC (Education Leadership Constituent Council) standards.

\* Note (again): If you are not certified and/or do not work on a Texas Education Agency (TEA) approved\* campus, you may be eligible for the MA program but are almost certainly not eligible for Principal as Instructional Leader Certification in Texas. Furthermore, the UT Permian Basin Educator Preparation Program Office, the Certification Office and MA in Educational Leadership program professors may not be able to offer formal advisement and/or support if you plan to pursue certification in a state outside Texas. To ensure this program will meet certification requirements for candidates outside the state of Texas, those candidates are encouraged to contact their state's certifying organization.

\* (approved campuses include any public ISD in Texas, any TEA approved charter school or private school, and DoDEA schools)

## Admission Requirements

### Regular Admission

- Bachelor's Degree from an accredited college or university
- At least one (1) year of teaching experience
- GPA of 3.0 or better in the last 60 credit hours
- Essay submitted and reviewed: "What do you see as the role of an educational leader?"

### Conditional Admission

- Bachelor's Degree from an accredited college or university
- At least one (1) year of teaching experience
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Essay submitted and reviewed: "What do you see as the role of an educational leader?"
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);
  - Statement related to the circumstances surrounding your lower GPA and why you believe you are ready for graduate studies (up to a page in length) AND Two (2) professional letters of recommendation – both should be from school administrators who have supervised your work in the classroom. If you can only secure one from such a person, the second must be a professional letter of recommendation from someone who can speak to your capacity to be a school leader.

### Requirements for the Master's Degree with Principal as Instructional Leader Certification (36 sch)

#### Educational Foundations Requirements (6 sch)

- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6305 Research Design in Education and the Social Sciences (3) sch

#### Educational Leadership Requirements (27 sch)

\*Note: EDLD 6371 AEL may substitute for EDLD 6370. See qualifying statement about the face-to-face requirement for AEL and T-TESS.

**\*\*NOTE:** If AEL and/or T-TESS are completed through avenues other than EDLD 6371 and/or EDLD 6372, candidates must complete additional elective courses to earn the 36 credit hours required for the degree. By state rule, AEL and T-TESS may only be offered in a face-to-face format. An online option is not available for these courses.

- EDLD 6361 School Law (3) sch
- EDLD 6363 Administration of Special Programs (3) sch
- EDLD 6365 School Public Relations (3) sch
- EDLD 6367 Theories of Educational Leadership (3) sch
- EDLD 6368 Principalship (3) sch
- EDLD 6369 School Human Resources Management (3) sch
- EDLD 6370 Instructional Leadership (3) sch \* (\*\*)
- EDLD 6392 Practicum I 3 sch
- EDLD 6393 Practicum: Leadership (3) sch

## Educational Leadership Elective (3 sch)

\*Note: EDLD 6371 AEL may substitute for EDLD 6370. See qualifying statement about the face-to-face requirement for AEL and T-TESS.

- EDUC 6304 Educational Psychology (3) sch (EDLD 6372 may substitute)

## Principal as Instructional Leader Certification Testing and Experience Requirements

In addition to completing the degree, candidates for the Principal as Instructional Leader certification must earn a passing score on the 268 TExES Principal as Instructional Leader Certification Exam, the 368 Performance Assessment for School Leaders, and must have at least two years of creditable classroom teaching experience among other eligibility requirements.

## Principal as Instructional Leader Certification Requirements for Candidates who have a Master's Degree

\*Note: EDLD 6371 AEL may substitute for EDLD 6370. See qualifying statement about the face-to-face requirement for AEL and T-TESS.

Advanced candidates with a Master's degree in fields related to education will be required to complete 27 additional hours in the following areas:

- EDLD 6361 School Law (3) sch
- EDLD 6363 Administration of Special Programs (3) sch
- EDLD 6365 School Public Relations (3) sch
- EDLD 6367 Theories of Educational Leadership (3) sch
- EDLD 6368 Principalship (3) sch
- EDLD 6369 School Human Resources Management (3) sch
- EDLD 6370 Instructional Leadership (3) sch \*
- EDLD 6392 Practicum I 3 sch
- EDLD 6393 Practicum: Leadership (3) sch

## Additional Requirements

In addition to completing course requirements, candidates for certification as a building-level leader in Texas must earn a passing score on the TExES Principal as Instructional Leader certification exam and the 368 Performance Assessment for School Leaders and must have at least two years of creditable classroom teaching experience among other eligibility requirements.

### **Superintendent Certification Requirements for Candidates who have a Master's Degree and Principal as Instructional Leader certification**

Advanced candidates with a Master's degree and Principal Certification may qualify as candidates to receive Superintendent Certification. All courses are available online. Accepted candidates will need to complete the following:

- Passing grade on the TExES Superintendent Certification Exam.
- 16 hours of graduate credit in areas of SBEC/ELCC Superintendent and District Level competency. Superintendent practicum experiences are integrated into all course work.
- EDLD 6462 District School Finance (4) sch
- EDLD 6464 Educational Change and Design of Facilities (4) sch
- EDLD 6473 Superintendency & the School Board (4) sch
- EDLD 6475 Education and Sociocultural Change (4) sch

## Program Recommendations

All advanced candidates should consult with the program coordinator, or assigned Educational Leadership advisor, to develop a degree and/or certification plan representing current SBEC competencies and ELCC standards. Substitutions of courses for the advanced candidate's Master Degree or Principal Certification plan must follow the proper procedures of a Petition to Graduate Studies, and are subject to approval of the candidate's advisor and the appropriate Graduate Committee. Continued consultation and advisement with the Educational Leadership faculty will ensure successful completion of the Master's degree and Principal or Superintendent Certification.

## English, MA

### **Administrative Unit**

The program is administered by the Office of Graduate Studies and Research through the Faculty of English, Department of Literature and Languages, College of Arts and Sciences.

## Objectives

The purposes of the Master of Arts program in English are at least five-fold: to train students to work with the materials of literature with scholarly competence and maturity; to prepare students to teach English in schools and colleges; to provide additional professional training for English teachers currently employed in elementary and secondary schools; to prepare students for such non-teaching vocations as publishing, advertising, editing, civil service, and management; and to offer sound professional training on the master's level for students who intend to pursue a doctorate elsewhere in literary studies, including rhetoric and composition.

## Admission Requirements

Requirements for acceptance include a minimum of 24 undergraduate semester credits in English at the sophomore level and above. Two letters of recommendation will need to be submitted to the Graduate Studies office. Students who have not taken an undergraduate course on critical theory need to submit a writing sample which demonstrates familiarity with theoretical approaches to literature. After reviewing this sample, the English faculty will recommend whether or not the student needs to take English 3300: Theoretical Approaches to Literature.

## Regular Admission Status

- Bachelor's Degree in English or 24 hours of undergraduate English classes at the sophomore level or above from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- GRE scores at average percentile or better
- Two solid recommendation letters
- Writing sample:
  - Part I. Include a one-page statement of purpose explaining your qualifications and desire for an MA degree in English at University of Texas of the Permian Basin
  - Part II. Include a 10-20 page sample of your writing, preferably a research paper in the discipline of English.

## Conditional Admission Status

If the graduate faculty find a deficiency, such as a GPA below 3.0 but not lower than 2.5 in the last 60 credit hours, conditional acceptance may be granted, provided that the faculty still believe the applicant is prepared for graduate level work.

OTHER EVIDENCE may include:

- minimum GRE score in English is in the 50% percentile or higher;
- the candidate had strong work experience related to the field of English.
- evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives

NOTE: We look for acceptable GPA, letters, GRE, and writing sample. Each individual member of the English graduate faculty votes on whether or not the applicant should be admitted.

## Capstone Options

After completing 18 graduate hours, at the beginning of their first semester of research (by the end of the first 4 weeks), students who choose the Thesis, Article or Project should submit to their committee a 5-10 page prospectus with a working bibliography.

## Six Graduate Credits

In addition to the 30 required hours for the M.A. in English, students who do not wish to pursue a thesis or one of the following options may take 2 additional graduate courses (6 credits). In the semester they plan to graduate they should submit 3 of their graduate papers to be evaluated by their graduate committee; an oral exam will follow this evaluation in which the student will be asked to demonstrate how these papers have met the goals of the graduate program.

## **Thesis**

At the MA level, the thesis should constitute a contribution to the scholarly discourse on a well-defined topic. The thesis will demonstrate the writer's grasp of the history of that discourse and the major voices within it. The thesis will be a lengthy paper (typically 50-70 pages of text) combining original analysis with thorough research. The thesis is not a doctoral dissertation or a book. A total of 6 credits will be devoted to ENGL 6399.

## **Scholarly Article**

A scholarly article, to be submitted for publication after its completion and the suggested revisions by the student's committee, should be an original contribution to scholarship. The student's committee must agree that the student's proposed work at the prospectus level is a publishable article. The scholarly article option involves two phases, the first of which is the passage of a broad oral exam in the area in which the student wishes to write the article. Once the exam is passed, the student may write an article suitable for publication in a peer-reviewed scholarly journal. Students choosing this option must also successfully perform in an oral examination following the completion of their writing in which they defend their work. The examiners will be members of the candidate's committee and a representative of the Graduate Faculty. The article will be a lengthy paper (20-25 pages of text) combining original interpretation with thorough research. A total of 6 credits will be devoted to ENGL 6399 for this option.

## **Written Exam**

The exam will cover three areas, to be agreed on by the examining committee and the candidate. These areas can be relatively narrow (e.g. the Victorian novel) or relatively broad (e.g. literature by American ethnic groups, colonial to 1900; rhetoric and composition); however, the exam must include both British and American literature, some post-1800 British or post-1865 American literature, and some pre-1800 British or pre-1865 American literature. The exam will be written during a six-hour period, which can be divided as the examining committee and the candidate deem appropriate.

## **Project**

The candidate, in consultation with her or his committee, will design a nine hour concentration of course work (a maximum of three hours of which may be taken as ENGL 6390) which will lead to the preparation of a 30-40 page Research Report. This Research Report is not intended to constitute an original contribution to scholarship but will otherwise conform to the standards of scholarly discourse in the field of English.

## **Geology, MS**

## **Administrative Unit**

This program is administered by the Office of Graduate Studies and Research through the Faculty of Geology, Department of Physical Sciences, College of Arts and Sciences.

## **Objectives**

- a. To capitalize on the world-class geology of west Texas as an outstanding natural laboratory for developing critical observational and interpretive skills.
- b. To achieve mastery of the fundamentals in Geology at a professional level.
- c. To provide a broad background for students who wish to pursue a career in any of the geoscience fields.
- d. To prepare graduates for high quality, independent research in their chosen fields.
- e. To prepare graduates to enter doctoral programs in the geo sciences.

## Admission Requirements

Regular graduate admission standards apply. In addition, students are expected to have completed a standard undergraduate curriculum that includes the courses required for an undergraduate degree in geology at UT Permian Basin, as set forth in the undergraduate catalog. Students who lack any of these courses are required to complete them before starting any graduate-level course work.

## Regular Admission

- Bachelor's Degree in geology or equivalent geoscience field from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours (foreign transcripts unable to be converted will be reviewed by graduate program head)
- GRE scores in verbal, quantitative, and analytical reasoning at 50% percentile or above in each category

## Conditional Admission

- Bachelor's Degree in geology or equivalent geoscience field from an accredited college or university
- GPA below 3.0 – 2.75 in the last 60 credit hours (foreign transcripts unable to be converted will be reviewed by graduate program head)
- GRE scores in verbal, quantitative, and analytical reasoning below the 50% percentile in each category
- OTHER EVIDENCE: At least one of the following:
  - A 3.0 average or above in all Geology courses
  - Other evidence deemed appropriate by graduate program head

## Options

The program leading to a Master of Science degree in Geology requires a minimum of 30 semester credit hours, of graduate level courses in geology. The curriculum of courses selected by each student, in consultation with the graduate faculty, will be chosen to enable them to develop their professional interests and achieve their career goals. Within two semesters the student should select an advisor, who together with the student will choose a graduate committee in accordance with the regulations of the Graduate Studies Office. The student should also decide, with the approval of the graduate committee, the proposed option for their MS degree.

The **Thesis Option** requires 6 semester credit hours of original research resulting in a thesis. The completed thesis must be acceptable to the candidate's graduate committee and written in an acceptable style such as the American Association of Petroleum Geologists Suggestions to Authors. The thesis must also conform to rules established by the Graduate Studies Office at The UT Permian Basin. After final approval of the thesis by the graduate committee, the student must present a seminar on the thesis and defend its conclusions orally to the general faculty and representatives of the Graduate Studies Office. Copies of the approval thesis must be submitted to the Graduate Studies Office before the degree is conferred.



The **Non-Thesis Option** does not require 6 semester credit hours of original research. Students electing this option only need to complete a minimum of 30 semester credit hours of graduate level courses in geology.

## **History, MA**

# **Administrative Unit**

This program is administered by the Office of Graduate Studies and Research through the Faculty of History, Department of History, College of Arts and Sciences.

## **Objectives**

The Master of Arts program in History accommodates a wide range of student aspirations, both professional and personal. With strong emphasis on the literature of history, research techniques, and writing skills, graduate study in history will benefit teachers, museum and archives personnel, prospective candidates for PhD degrees in history, and college graduates wishing to pursue the subject for intellectual enrichment.

## **Admission Requirements**

In addition to the application materials requested by the University, the History Department requires that a writing sample and three letters of recommendation (preferably from individuals who can speak to the applicant's abilities, skills, and motivation) accompany each application. Applicants may submit an undergraduate paper (preferred) or a 500-word essay expressing what she or he wishes to accomplish in the program.

Candidates who have not completed at least 18 undergraduate semester credits in history will be required to enroll in additional courses to complete their preparation for graduate work.

## **Regular Admission Status**

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- Three letters of recommendations from individuals who can speak to the applicant's abilities, skills, and motivation (letters from professors and supervisors preferred)
- Essay submitted and reviewed: Applicants may submit an undergraduate history paper (preferred) or a 500-word essay expressing what she or he wishes to accomplish in the program.
- 18 semester credit hours of combined upper and lower division history courses. Applicants lacking the 18 hours might be required to complete leveling courses

## **Conditional Admission Status**

Applicants who do not meet the Regular admission requirements may be considered for Conditional admission. The Department will assign Conditional admission by determining if the applicant's letters and writing skills are suitable for success in the graduate program. Evaluation of materials is done on a case by case basis. If the applicant is conditionally admitted, he/she must then earn a "B" grade or better in the first 12 graduate hours.

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Three letters of recommendations from individuals who can speak to the applicant's abilities, skills, and motivation (letters from professors and supervisors preferred)
- Essay submitted and reviewed: Applicants may submit an undergraduate history paper (preferred) or a 500-word essay expressing what she or he wishes to accomplish in the program.
- 18 semester credit hours of combined upper and lower division history courses. Applicants lacking the 18 hours might be required to complete leveling courses
- OTHER EVIDENCE:
  - Applicant's performance in upper-level history courses and other comparable upper-level courses that stress writing/analysis/research (such as English, Philosophy, and Political Science) will be used to evaluate an applicant's abilities. Grades of "B" or better reflect potential success in Graduate-level work

## Core Requirements

Candidates for the Master of Arts degree in History must complete 36 credits of graduate work, of which no more than one course may be at the 4000-level (modified to meet graduate standards). They may choose between the thesis option and the non-thesis option.

Students who elect to write a thesis will complete:

1. 30 credit hours of history
2. Six hours upon acceptance of a thesis.

Students who elect the non-thesis option will complete:

1. 30 credit hours of history
2. A maximum of six additional credits in history or an approved related field.

MA degree candidates who select the non-thesis option must pass an oral and a written examination. MA degree candidates who elect to write a thesis must pass an oral defense of their thesis. There is no general foreign language requirement for the master's degree in history. However, when mastery of a language is requisite to purposeful study, the demonstration of language skills may be required. For example, candidates writing a thesis on a topic in Latin American history must demonstrate the ability to comprehend written Spanish with reasonable accuracy.

## Professional Certification Preparation

Students who desire teacher certification should consult the College of Education for requirements.

## Kinesiology, MS

## Administrative Unit

The Office of Graduate Studies and Research administers this program through the Kinesiology faculty in the Department of Kinesiology, College of Arts and Sciences.

## Degree Program

The Master of Science in Kinesiology program is designed to extend students' understanding of the concepts, research, and theories related to the science of human movement - kinesiology. Additionally, the program design recognizes students' desire to use such information to improve their professional competencies as physical educators, coaches, athletes, sport administrators, fitness program directors, and in other professions that are grounded in the discipline of kinesiology. The program is offered in both online and combined online/on campus formats. Two courses are offered on campus in a face to face format each semester.

Graduate students have an opportunity to focus on one of three interest areas within the discipline of Kinesiology:

1. Exercise physiology
2. Psychology of exercise and sport
3. Teaching, coaching, and administration.

Working with their faculty advisors, students are encouraged to design programs that meet their professional needs, goals, and interests.

As a partner in a University of Texas System collaborative program, U.T. Permian Basin offers most graduate courses over the Internet. It is possible to complete the entire Master of Science in Kinesiology online – through Web-based courses. With a couple of exceptions, graduate Kinesiology courses are no longer offered on the UT Permian Basin campus.

## Program Objectives

Regardless of students' area of interest and/or the course delivery mode, the following objectives should be met through the successful completion of the Master of Science in Kinesiology:

1. Demonstrate an understanding of the theoretical bases of Kinesiology through oral and written expression.
2. Discuss and describe the research literature related to the student's chosen interest area.
3. Apply theoretical concepts from the research literature to the student's chosen profession.
4. Design, implement, and complete a research or professional project.
5. Develop a manuscript describing the results of a research or professional project suitable for submission to a professional journal.

## Admission Requirements

Students seeking admission to the Kinesiology graduate degree program must meet all admission requirements specified by the Office of Graduate Studies. Typically, students desiring to pursue the Master of Science in Kinesiology would possess a bachelor's degree with a major or minor in Physical Education, Kinesiology, or a related area. Individuals who do not hold such a degree may be required to complete leveling courses prior to enrolling in certain Kinesiology graduate courses. Typically, such students are required to take an undergraduate anatomy and physiology course prior to taking the exercise science courses. Determination of these leveling requirements will be made on an individual basis by the Graduate Acceptance Committee comprised of the Kinesiology Graduate Faculty and will be specified in the student's acceptance letter.

## Regular Admission Status

### *Option 1*

- Bachelor's Degree from an accredited college or university
- GRE Scores

- GRADUATE ADMISSIONS EQUATION: A GPA of 3.0 or better in the last 60 credit hours OR Score a 1600 or better on the graduate admissions equation:  
(GPA X 225) + (GRE total X 3.06)

*Option 2*

- Bachelor's Degree from an accredited college or university
- Successfully completed a previous Master Degree

## Conditional Admission Status

If a student has a GPA below a 3.0 but not lower than a 2.5 in the last 60 credit hours, entrance into the Kinesiology Program is based upon entrance scores generated from the following formula:

(GPA X 225) + (GRE total X 3.06)

In the equation, GPA equates to 42% of the Decision making process while the GRE score equates to 58% of Decision the Decision making process.

- Bachelor's Degree from an accredited college or university
- GRE Scores
- Graduate Admission Equation: Score a 1400 or better (This entrance score equates to a CGPA of 2.5 and GRE score of 275)

If the student is conditionally admitted, the student must earn a "B" grade or better in each course of his/her first 12 hours of course work of which the first 6 hours of course work should include KINE 6310 Statistics and KINE 6360 Advanced Exercise Physiology .

## Degree Requirements

The Master of Science in Kinesiology degree requires (a) the completion of twelve credit hours of core course requirements (four courses), (b) nine credit hours in an interest area (three courses), (c) elective hours, and (d) a final project or thesis. The total number of hours for the degree is thirty-six (36).

## Core Course Requirements

All students pursuing the Master of Science in Kinesiology are required to complete the following core of 12 semester credit hours:

- KINE 6310 Statistics (3) sch
- KINE 6312 Research Methods (3) sch
- KINE 6360 Advanced Exercise Physiology (3) sch
- KINE 6320 Advanced Sport Psychology (3) sch **or**
- KINE 6323 Advanced Psychology of Exercise (3) sch

## Interest Areas

In addition, a student will select one of the following three areas of interest and take at least nine semester hours of course work from that area. Additional course work may be drawn from any area.

## Exercise Physiology

- KINE 6360 Advanced Exercise Physiology (3) sch
- KINE 6361 Exercise Physiology Laboratory Methods-Procedures (3) sch
- KINE 6362 Training and Conditioning Methods (3) sch
- KINE 6363 Methods and Procedures for Coronary Heart Disease Risk Detection and Reduction (3) sch
- KINE 6364 Heat Stress and Exercise (3) sch
- KINE 6370 Applied Biomechanics (3) sch
- KINO 6348 US Health System (3) sch
- KINO 6380 Nutrition, Health and Disease (3) sch
- KINO 6382 Sports Nutrition (3) sch

## Psychology of Exercise and Sport

- KINE 6320 Advanced Sport Psychology (3) sch
- KINE 6322 Applied Sport Psychology (3) sch
- KINE 6323 Advanced Psychology of Exercise (3) sch
- KINE 6340 Sport and Society (3) sch
- KINO 6326 Motor Learning and Control (3) sch

## Teaching, Coaching, and Administration

- KINE 6380 Analysis of Teaching and Coaching Behavior (3) sch
- KINE 6381 Curricular Innovations (3) sch
- KINE 6382 Administration of Physical Education and Athletics (3) sch
- KINO 6326 Motor Learning and Control (3) sch
- KINO 6346 Contemporary Issues in Physical Education and Sport (3) sch
- KINO 6342 Ethics in Health and Kinesiology (3) sch
- KINO 6340 History and Philosophy (3) sch
- KINO 6354 Early Childhood Physical Activity (3) sch
- KINE 6322 Applied Sport Psychology (3) sch
- KINE 6370 Applied Biomechanics (3) sch

## Elective Hours

Any of the graduate courses offered by the U.T. Permian Basin Kinesiology faculty or by the UT System Collaborative Program as part of a collaborative online Master's degree in Kinesiology may be used for elective hours.

Although students may not include leveling course work in their graduate degree program, they may include a maximum of six semester credit hours of 4300-level courses with permission of their advisor.

## Thesis and Non-Thesis Options

In addition to the various interest area choices, students may select either a thesis option or a non-thesis (project) option. Although there are differences between the two options, either option provides the student with an opportunity to work with a graduate faculty advisor to develop a proposal that describes what the student intends to do. The proposal is presented to and approved by the student's Graduate Committee, and, once completed, defended by the student in an oral presentation.

I. Thesis Option. Students who select the thesis option will complete a minimum of 30 semester credit hours of course work plus a six-semester credit hour thesis. The master's thesis consists of research in the application of principles and theories of human movement to some problem of interest. The research is usually a laboratory or field experiment requiring the testing of hypotheses and the collection and analysis of data.

II. Project Option. Students who select the project option will complete a minimum of 33 semester credit hours of course work plus a three-semester credit hour research project. Projects can take many forms. While they may involve hypothesis testing and the collection and analysis of data, master's projects are more likely to take the form of exploratory, field studies, secondary data analysis, and survey research. Acceptable projects also include such activities as the construction of physical education curriculum, the development of online instructional materials, and the design of employee wellness programs.

Both thesis and non-thesis options require completion of the core course requirements and at least nine semester credit hours in one of the three emphasis areas.

## **Literacy, MA**

# **Administrative Unit**

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of Reading, Department of Curriculum and Instruction, College of Education.

## **Objectives**

The Master of Arts in Reading program is designed for teachers who want to strengthen their understanding of literacy for application within their classrooms, and to prepare Reading Specialists for teaching, diagnosis, instructional leadership, and staff development. This reading/literacy degree also fulfills the academic requirements for certification as a Master Reading Teacher, allowing students to earn two certifications within 36 hours of coursework. The program culminates with writing three scholarly research papers, an action research projects or a thesis.

## **Admission Requirements**

### **Regular Admission**

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours – or – Successful completion of previous Master's Degree
- Essay submitted and reviewed: "What is your vision of why you want to become a reading specialist?"

### **Conditional Admission**

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Essay submitted and reviewed: "What is your vision of why you want to become a reading specialist?"
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);

- May also consider cultural components including, but not limited to, English as a second language, weak academic preparation that can be remediated, student motivation and desire to succeed, evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives.

## Program Requirements (36 sch)

+ See program coordinator if simultaneous ESL endorsement is sought.

### Education Foundations Requirements (6 sch)

- EDUC 6301 Philosophy of Education (3) sch **or**
- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6303 Human Growth and Development (3) sch **or**
- EDUC 6304 Educational Psychology (3) sch

### Reading Core Requirements (27 sch)

- EDUC 6329 Language Development and Acquisition (3) sch
- EDRD 6305 Research Design in Reading Education (3) sch
- EDRD 6318 Analysis and Selection of Literature (3) sch
- EDRD 6319 Content Area Literacy (3) sch **or**
- EDRD 6317 Materials, Methods and Media in Reading (3) sch
- EDRD 6320 Vocabulary and Spelling Practicum (3) sch
- EDRD 6321 Reading Diagnosis Practicum (3) sch
- EDRD 6322 Problems in Literacy (3) sch
- EDRD 6323 Advanced Problems in Reading (3) sch
- EDRD 6333 Clinical & Remedial Reading Practicum (3) sch

### Culminating Experience (3 sch)

## Professional Certification Preparation

A graduate student seeking certification as a Reading Specialist with Master Reading Teacher must have at least two years of satisfactory teaching experience in accredited PK-12 schools. The student should consult the program coordinator to verify current requirements for the desired certification(s). These requirements are established by the Texas State Board for Educator Certification and may change more frequently than published degree requirements.

## Masters in Reading with Teacher Certification

A graduate student seeking certification as an elementary or middle school classroom teacher may apply their graduate-level certification coursework toward the requirements for the Master of Arts in Reading. Contact the Reading program coordinator or the certification program coordinator for information about this option.

## Program Recommendations

All students should include EDRD 6305 Research Design in Reading Education near the end of their coursework as preparation for their culminating experience.

## Mathematics, MA

## Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of Mathematics and Mathematics Education, Department of Mathematics and Computer Science, and the College of Arts and Sciences.

## Mission Statement

The primary mission of the Master of Arts in Mathematics (MAM) degree is to prepare mathematics and mathematics education professions to enter the workforce and be highly productive in the fields of mathematics, mathematics education or other related fields requiring a high expertise in mathematics.

## Objectives

MAM graduates are expected to:

- Develop a deep conceptual understanding of the CORE courses which include Principles of Algebra and Analysis. (Mathematics (M) and Mathematics Education (ME) tracks)
- Develop a deep conceptual understanding of both required and elective graduate level mathematics, mathematics education, education, and/or computer science courses which promote the ability to solve real-world modeling and computational problems. (M&ME)
- Opportunities to participate in research seminars and/or internships to promote research and collaboration with other professionals. (M&ME)
- Become proficient in the academic material to permit further study at the PhD level in mathematics, mathematics education and related areas. (M&ME)
- Develop the knowledge and skills to obtain employment in their area of mathematics, mathematics education or related fields. (M&ME)
- Develop an understanding of appropriate uses of technology and how technology can enhance mathematical research, learning and theory. (ME)
- Develop leadership skills and ability in the area of mathematics education. (ME)

## Admission Requirements

*General* – Students who wish to pursue the MAM degree program must meet the general UT Permian Basin graduate admissions requirements.

*Departmental* – The MAM degree has two emphasis tracks: Mathematics and Mathematics Education. In order to be deemed *adequately prepared* for the mathematics track, an undergraduate degree in mathematics is required. The mathematics education track highly recommends that a candidate possesses an undergraduate degree in mathematics



but the candidate may still qualify if the candidate has at least 12 hours of appropriate upper level undergraduate mathematics credit. Candidates designated as *not being adequately prepared* may be admitted conditionally with an approved leveling plan documenting additional coursework required to enable the candidate to be adequately prepared to pursue the MAM degree. Students admitted conditionally must complete the assigned leveling requirements before officially being admitted to the MAM degree program.

## Regular Admission Status

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- GRE Scores
- At least one of the following courses or their equivalent with a B or better (Math 3315 Algebraic Structures or Math 3360 Intermediate Analysis)
- Entrance Scores (ES) = 1600 minimum Entrance Score (ES) = (GPA x 267) + (GRE Quantitative Score x 5.23) (GPA equates to 50% of the decision, GRE Quantitative Reasoning equates to 50% of the decision)

## Conditional Admission Status

If a student has a GPA below a 3.0 but not lower than a 2.75 in the last 60 credit hours a student will be considered for admission based on their complete application. The committee will review upper level math courses taken to determine appropriate preparation in terms of courses taken and GPA associated with relevant mathematics courses deemed necessary for success in a graduate math program. Conditionally admitted students may be required to take leveling courses before being fully admitted to the Mathematics graduate program and will have to maintain the required CGPA to remain a graduate student.

## Mathematics Track (Thesis Option) (36 sch)

### Required Courses (6 sch)

- MATH 6315 Principles of Algebra (3) sch
- MATH 6360 Principles of Analysis (3) sch
- MATH 6399 Masters Thesis (3 or 6) sch

### Prescribed Electives (18 sch)

- MATH 6300 History of Mathematics (3) sch
- MATH 6301 Statistics (3) sch
- MATH 6317 Advanced Linear Algebra (3) sch
- MATH 6325 Number Theory (3) sch
- MATH 6328 Discrete Models (3) sch
- MATH 6329 Continuous Models (3) sch
- MATH 6332 Combinatorics (3) sch
- MATH 6333 Applied Probability (3) sch
- MATH 6350 Topics in Geometry (3) sch
- MATH 6361 Complex Variables (3) sch
- MATH 6365 Introduction to Topology (3) sch

Free Electives (6 sch)

Thesis (6 sch)

Mathematics Track (Non-Thesis Option) (36 sch)

Required Courses (6 sch)

- MATH 6315 Principles of Algebra (3) sch
- MATH 6360 Principles of Analysis (3) sch

Prescribed Electives (18 sch)

- MATH 6300 History of Mathematics (3) sch
- MATH 6301 Statistics (3) sch
- MATH 6317 Advanced Linear Algebra (3) sch
- MATH 6325 Number Theory (3) sch
- MATH 6328 Discrete Models (3) sch
- MATH 6329 Continuous Models (3) sch
- MATH 6332 Combinatorics (3) sch
- MATH 6333 Applied Probability (3) sch
- MATH 6350 Topics in Geometry (3) sch
- MATH 6361 Complex Variables (3) sch
- MATH 6365 Introduction to Topology (3) sch

Free Electives (12 sch)

Mathematics Education Track (Thesis Option) (36 sch)

Required Courses (6 sch)

- MATH 6315 Principles of Algebra (3) sch
- MATH 6360 Principles of Analysis (3) sch
- MATH 6399 Masters Thesis (3 or 6) sch

Prescribed Electives (18 sch)

- MATH 6300 History of Mathematics (3) sch
- MATH 6301 Statistics (3) sch
- MATH 6317 Advanced Linear Algebra (3) sch
- MATH 6325 Number Theory (3) sch
- MATH 6328 Discrete Models (3) sch
- MATH 6329 Continuous Models (3) sch
- MATH 6332 Combinatorics (3) sch

- MATH 6333 Applied Probability (3) sch
- MATH 6350 Topics in Geometry (3) sch
- MTED 6381 Curriculum Development and Assessment for Secondary Teachers (3) sch
- MTED 6382 Mentoring/Leadership for Secondary Teachers (3) sch
- MTED 6383 Integrating Technology for Secondary Teachers (3) sch

Free Electives (6 sch)

Thesis (6 sch)

Mathematics Education Track (non-Thesis Option) (36 sch)

Required Courses (6 sch)

- MATH 6315 Principles of Algebra (3) sch
- MATH 6360 Principles of Analysis (3) sch

Prescribed Electives (18 sch)

- MATH 6300 History of Mathematics (3) sch
- MATH 6301 Statistics (3) sch
- MATH 6317 Advanced Linear Algebra (3) sch
- MATH 6325 Number Theory (3) sch
- MATH 6328 Discrete Models (3) sch
- MATH 6329 Continuous Models (3) sch
- MATH 6332 Combinatorics (3) sch
- MATH 6333 Applied Probability (3) sch
- MATH 6350 Topics in Geometry (3) sch
- MTED 6381 Curriculum Development and Assessment for Secondary Teachers (3) sch
- MTED 6382 Mentoring/Leadership for Secondary Teachers (3) sch
- MTED 6383 Integrating Technology for Secondary Teachers (3) sch

Free Electives (12 sch)

## **Professional Accountancy, MPA**

## **Administrative Unit**

This degree is administered by the Office of Graduate Studies and Research through the faculty of the School of Business.

## **Objectives**

The Master of Professional Accountancy degree program is designed:

1. To provide students with both the academic preparation and the 150 hours required for accountants who are Uniform
2. To provide an entry into the accounting profession for students with an undergraduate degree in business or another field of study, and
3. To provide current professionals with advanced theory and technique of accounting.

## Admission Requirements

The Master of Professional Accountancy (MPA) program admits students who have completed a baccalaureate degree in accounting, business or any other undergraduate field and students who are currently pursuing a BBA in accounting at UTPB. Admission is based on an accounting GPA of at least 3.0 and a combination of the undergraduate GPA and GMAT Score:

Entrance Status Score = (GPA X 200) + GMAT.

**\*GMAT requirement may be waived for applicants with a cumulative undergraduate GPA of 3.25 and above or a GPA of 3.25 and above in the last 60 hours in the undergraduate degree, from an accredited university. Students who are granted the GMAT waiver will be required to submit two letters of recommendation, at least one of which must be from an immediate supervisor or instructor that can testify to the applicant's professional experience.**

## Regular Admission Status

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- An accounting GPA of at least 3.0
- \*GMAT scores at average percentile or better
- ENTRANCE SCORE:  $ES = (GPA \times 200) + GMAT$ : above 1120

## Conditional Admission Status

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- GMAT scores at average percentile or better
- ENTRANCE SCORE:  $ES = (GPA \times 200) + GMAT$ : at least 1000
- OTHER EVIDENCE: At least one of the following:
  - Two Letters of Recommendation
  - Professional experience and/or awards

Students lacking academic business or accounting prerequisites or with a deficiency in their accounting GPA may be granted conditional status subject to the completion of the leveling coursework and/or achievement of the required GPA in undergraduate accounting courses. Conditional admission will normally be changed to regular status upon successful completion of pre-professional leveling courses including an accounting GPA of 3.0 in the pre-professional courses.

*Admission for UTPB undergraduate accounting students:*

Currently enrolled undergraduate students at UTPB majoring in Accountancy may qualify for admission into the Dual Degree Program in Professional Accountancy described in the UTPB Undergraduate Catalog.

*Admission for baccalaureate degree holders:*

The Master of Professional Accountancy (MPA) program is open to all students holding baccalaureate degrees from accredited colleges or universities and meeting the following provisions: satisfactory performance during the last two undergraduate years (or other evidence predicting success in graduate study), and a satisfactory score on the Graduate Management Admission Test (GMAT). Students without an academic background in accounting must demonstrate their knowledge in accounting by completing 15 - 18 hours of accounting course work. Students without an academic background in business must demonstrate their knowledge of the basic fields of business by completing leveling course work in the foundation disciplines that include statistics, economics, management, and marketing. Students who have not completed the equivalent of six semester hours of undergraduate mathematics including exposure to differential and integral calculus may be advised to complete mathematics preparation to the level of MATH 1325 or its equivalent.

## **Non-degree Students in Graduate Accountancy**

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students must meet the general School of Business requirement of a 3.0 undergraduate GPA or demonstrate equivalent potential for success in graduate business studies. Non-degree students may register for MBA or MPA online courses only during late registration, on a space-available basis, to give priority to degree-seeking students.

### **Leveling Courses**

#### **Pre-Professional Courses: Business (12-16 sch)**

##### **Statistics**

\*MNGT 2342 is classified as a related business course by the Texas State Board of Public Accountancy for students who are seeking to fulfill the requirements to be a Texas CPA candidate; however, MATH 6301 is not so classified.

- MATH 6301 Statistics (3) sch **or**
- MNGT 2342 \*

##### **Economics**

- ECON 6301 Economic Analysis (3) sch **or**
- ECON 2301
- ECON 2302

##### **Management**

- MNGT 3310

##### **Marketing**

- MRKT 3300

## Pre-Professional Courses: Accounting (18-21 credits)

### Principles of Accounting

- ACCT 6301 Accounting Analysis (3) sch or
- ACCT 2301
- ACCT 2302

### Intermediate Accounting

- ACCT 3301
- ACCT 3302

### Cost Accounting

- ACCT 3303

### Federal Income Tax

- ACCT 3305

### Auditing

- ACCT 4306

## MPA Program Requirements

### Required Courses (21 sch)

- ACCT 6305 Topics in Financial Accounting (3) sch
- ACCT 6311 Information Systems Management (3) sch
- ACCT 6313 Professional Ethics (3) sch
- ACCT 6315 Topics in Federal Income Tax (3) sch
- ACCT 6316 Topics in Auditing (3) sch
- FINA 6320 Financial Management (3) sch
- MNGT 6301 Legal Environment of Business (3) sch \*

### Electives (15 sch)

- ACCT 6302 Contemporary Control Systems (3) sch
- ACCT 6304 Governmental and not-for-profit Accounting (3) sch
- ACCT 6310 Energy Accounting (3) sch
- ACCT 6312 Accounting Theory (3) sch
- ACCT 6314 Applied Accounting Research (3) sch

- ACCT 6320 Fraud Examination and Forensic Accounting (3) sch
- ACCT 6389 Selected Topics in Accounting (1-3) sch
- ACCT 6392 Experiential Learning (3) sch
- Any other graduate level School of Business course, except leveling classes, with approval of the student's advisor.

### Up to 6 credits of senior-level accounting courses with approval of the student's advisor

- ACCT 4300 Advanced Accounting
- ACCT 4304 Governmental and Not for Profit Accounting
- ACCT 4310 Oil and Gas Accounting
- ACCT 4311 Accounting Information Systems
- ACCT 4313 Advanced Cost Accounting
- ACCT 4320 Forensic Accounting/Fraud Examination
- ACCT 4340 Financial Statement Analysis

\*Students with at least 6 credits of Business Law may substitute another graduate School of Business course with the approval of the student's advisor.

## Professional Certification Preparation

The Texas State Board of Public Accountancy includes requirements for college credits in three specific areas, which are available within the program:

An approved Business Ethics course: ACCT 6313 Professional Ethics

Two credit hours in accounting research: ACCT 6314 Applied Accounting Research

Two credit hours in business communications: Part of Pre-Professional Courses in Business

The requirements to sit for the exam and to receive the CPA certificate are specified in the Public Accountancy Act and are administered by the Texas State Board of Public Accountancy. Interested students are directed to the Texas State Board of Public Accountancy website at [www.tsbpa.state.tx.us](http://www.tsbpa.state.tx.us) for further information.

## Dual Degree Program

The Dual Degree Program in Professional Accountancy is an accelerated program of rigorous study intended to provide students with a concurrent Bachelor of Business Administration (BBA) with a major in Accountancy and a Master of Professional Accountancy (MPA) in 150 credit hours. Admission into the Dual Degree Program in Professional Accountancy is open to all undergraduate students with a cumulative GPA of at least 3.0, a GPA in junior accounting courses of 3.25 based on at least nine credit hours, and a satisfactory GMAT score. Students who believe that they qualify for the program should consult their undergraduate advisor to obtain program details and initiate the application process.

As an accelerated program, the Dual Degree Program allows a maximum of three (3) hours of experiential learning (ACCT 4392/ACCT 6392) taken for credit.

Students in the Dual Degree Program will begin paying graduate tuition and related fees for all courses during the first semester in which the student takes a class on the Master of Professional Accountancy degree plan. Upon completion of the 150 hours specified in the Dual Degree plan of study, students will be awarded both a BBA and an MPA. No degree will be awarded until all requirements of the Dual Degree Program have been satisfied.

## Joint MPA/MBA Degree Program

The Joint Degree Program in Professional Accountancy and Business Administration is an accelerated program of broad study intended to provide students with two master degrees in 60 credit hours of study. Students must meet the requirements for admission to both the MPA and MBA programs and fulfill the leveling requirements in accounting pre-professional courses and statistical and computer literacy. Students who pursue the MPA and MBA program simultaneously may complete the MPA and MBA degrees by:

1. Fulfilling all leveling and pre-professional coursework.
2. Fulfilling all MPA and MBA required courses.
3. Completing at least two graduate business electives.
4. Completing additional graduate business electives in the place of any waivers granted for MBA Core Courses.
5. Completing all requirements for the MPA and MBA degree within 8 years of the first graduate course in the joint degree plan.

For students with no waivers of MBA core courses, the Joint MPA/MBA degree plan would be the following,

### Business Leveling (0-6 sch)

#### Computer Literacy

- COSC 1335

#### Statistical Literacy

- MATH 6301 Statistics (3) sch **or**
- MNGT 2342

### Accounting Leveling (0-18 sch)

- ACCT 2301 & ACCT 2302 or ACCT 6301 Principles of Accounting
- ACCT 3301 Intermediate Accounting I (*prereq ACCT 2301&2302 or 6301*)
- ACCT 3302 Intermediate Accounting II (*prereq ACCT 3301*)
- ACCT 3303 Cost Accounting (*prereq ACCT 2301&2302 or 6301*)
- ACCT 3305 Federal Tax Accounting (*prereq ACCT 2301&2302 or 6301*)
- ACCT 4306 Auditing (*prereq ACCT 3302 or 4311*)

### Accounting Core Courses (15 sch)

- ACCT 6311 Information Systems Management (3) sch **or**
- MNGT 6311 Information System Management (3) sch
  
- ACCT 6305 Topics in Financial Accounting (3) sch
- ACCT 6313 Professional Ethics (3) sch
- ACCT 6315 Topics in Federal Income Tax (3) sch
- ACCT 6316 Topics in Auditing (3) sch



## MBA Core Courses (18 sch)

- ACCT 6301 Accounting Analysis (3) sch
- ECON 6301 Economic Analysis (3) sch
- FINA 6320 Financial Management (3) sch
- MNGT 6320 Production & Operation Management (3) sch
- MNGT 6360 Organizational Behavior (3) sch
- MRKT 6310 Marketing Management (3) sch

## Courses Beyond the Cores (12 sch)

- MNGT 6301 Legal Environment of Business (3) sch
- MNGT 6303 Analytical Models for Decision-Making (3) sch
- MNGT 6361 Business Research Methods (3) sch
- MNGT 6366 Strategic Management (3) sch

## Electives (Required -- 27 sch, All electives must be graduate business hours)

- ACCT 6301 or both ACCT 2301 and ACCT 2302 can be taken to fulfill the MBA CORE accounting requirement, which is a leveling requirement in the MPA program.
- Students with waivers of MBA core courses must take sufficient additional electives to reach an overall total of 60 credits for the joint MBA/MPA degree awarded at the same time.

## MPA for Students with a Previous Masters of Business Administration

Student who have already received an MBA, awarded by UTPB or another regionally accredited university may complete the MPA degree by

1. Fulfilling all leveling and pre-professional coursework for the MPA degree
2. Fulfilling all MPA required courses
3. Completing two graduate business electives
4. Substituting graduate business electives for MPA course requirements completed during their MBA degree
5. Completing all requirements for the MPA degree within 8 years of the first course completed in the MBA degree

For student who received a UTPB MBA degree, the MPA degree plan would be the following, once the pre-professional requirements in accounting and business, are met:

## Accounting Core (15 sch)

- ACCT 6312 Accounting Theory (3) sch
- ACCT 6313 Professional Ethics (3) sch
- ACCT 6314 Applied Accounting Research (3) sch
- ACCT 6315 Topics in Federal Income Tax (3) sch
- ACCT 6316 Topics in Auditing (3) sch

## Electives

**15 credits of graduate business classes**, with at least 3 credit hours of electives taken outside of accounting.

## Special Program Features

The MPA program is designed to serve both as a fifth year of study for continuing undergraduate students who intend to meet requirements for a CPA license and as a part-time program for individuals working in accounting and related fields. All of the classes offered in the MPA program will be offered in the evening.

## Options

The MPA program includes 12 hours of electives beyond the MPA core courses that can be chosen from graduate accounting courses, other graduate courses offered by the School of Business, and senior-level accounting courses (up to 6 credit hours only).

The MPA program is designed primarily as a professional program rather than a preparation program for doctoral study. Both research and non-research options are available in the program. Students planning to pursue doctoral study or having an interest in research should select the research option. Students choosing the non-research option must complete a minimum of 36 semester credits of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 30 semester credits of prescribed study plus a thesis, or 33 semester credits of prescribed study plus a research problem.

The thesis must deal with a topic of generalized concern to the profession, be scholarly in its orientation, demonstrate the students understanding of and ability to use sophisticated research techniques, show promise of a contribution to knowledge that could be worthy of publication in a scholarly or professional journal. Students will arrange with their graduate committees to sit for an oral examination of their thesis.

The research problem should deal with a practical problem of concern to the student. It should follow recognized research procedures but does not require the level of sophistication of thesis research. The findings do not necessarily need to be of such import as to merit publication.

**Energy Certificate:** Students whose three elective courses are graduate courses are eligible for a Certificate in Energy in the MBA and MPA program.

## Grades

MPA students will not be given graduate credit for courses taken when the letter grade earned is less than C. In addition, an MPA student may count no more than two C grades. A degree candidate is required to maintain an overall average of B and maintain a GPA of 3.0 in every semester throughout his or her program of study.

## Professional Education, MA

## Administrative Unit

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of Education, Department of Curriculum and Instruction, College of Education.

## Objectives

The Master of Arts in Professional Education program is designed for teachers who want to enhance their knowledge of curriculum, pedagogy, and theoretical applications and how to apply these skills in the classroom, and to deepen their subject matter knowledge. Program graduates are prepared for leadership roles as content specialists or curriculum coordinators, and those graduates who have 18 graduate credits in an academic discipline may often also be prepared to teach dual credit courses and/or courses at the community college. A degree plan consistent with the student's interest and needs is developed in collaboration with an advisor in the Department of Curriculum and Instruction.

## Admission Requirements

Candidates for admission to the Professional Education program must have a bachelor's degree from an accredited college or university. Applicants may be considered for regular or conditional admission.

### Regular Admission Status

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours – or – Successful completion of previous Master's Degree
- Essay submitted and reviewed: "What are your reasons for choosing the area of emphasis that you have selected for your studies in this program?"

### Conditional Admission Status

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Essay submitted and reviewed: "What are your reasons for choosing the area of emphasis that you have selected for your studies in this program?"
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);
  - May also consider cultural components including, but not limited to, English as a second language, weak academic preparation that can be remediated, student motivation and desire to succeed, evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives.

### Program Requirements (36 sch)

#### Education Foundations

(choose two courses from the following)

- EDUC 6301 Philosophy of Education (3) sch
- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6303 Human Growth and Development (3) sch
- EDUC 6304 Educational Psychology (3) sch

#### Professional Education Core Requirements (6 sch)

- EDUC 6330 Theories of Curriculum and Instruction (3) sch

- EDUC 6305 Research Design in Education and the Social Sciences (3) sch

## Professional Education Pedagogy Requirements (3-6 sch)

Pedagogy course selection is based on the student's interest and need.

## Professional Education Focus Area Requirements (15-18 sch)

Course selection is based on the student's interest and need. Graduate courses may be in an area of Education and/or in content areas such as Biology, English, History, Mathematics, or Music. Those focusing on an area of Education may choose from Reading, Educational Leadership, Bilingual or ESL Education, Special Education, STEM Education, Early Childhood Education, Elementary Education, or Gifted Education.

## Culminating Experience (3 sch)

- EDUC 6397 Research in Education (3) sch or
- EDUC 6398 Master's Study (3) sch or
- EDUC 6399 Thesis (3-6) sch

## Masters in Professional Education with Teacher Certification

A graduate student seeking certification as a secondary or middle grades classroom teacher may apply their graduate-level certification coursework toward the requirements for the Master of Arts in Professional Education. Contact the Professional Education program coordinator for information about this option.

## Program Recommendations

All students should include EDUC 6305 Research Design in Education and the Social Sciences near the end of their coursework as preparation for their culminating experience.

## Psychology, MA

## Administrative Unit

This program is administered by the Office of Graduate Studies and Research through the faculty of Psychology, Department of Psychology, College of Arts and Sciences.

## Objectives

The Master of Arts program in Psychology offers concentrations in either Clinical Psychology or Experimental Psychology. The programs provide advanced training both for recent B.A. and B.S. graduates, as well as for individuals who have been in the work force for a number of years. Our M.A. program provides students with instruction related to working in a wide range of settings, including mental health centers, juvenile detention centers, child service agencies, specialized school services, residential treatment facilities, family counseling agencies, governmental and community agencies, teaching in community colleges, or preparing for study at the doctoral level (Ph.D, Ed.D., or Psy.D.).

Although some students subsequently enter doctoral programs and complete their doctorate, many immediately accept challenging positions in the public, private, or non-profit sectors. Students may complete the program on a full-time (at least 9 credit hours per fall and spring semester) or part-time basis. However, all program requirements must be completed within eight years from the date of admission.

## Admission Requirements

- Complete a graduate application. The application may be found at: <https://www.ApplyTexas.org>
- Request for official transcripts to be sent to the Office of Admissions.
- Applicants must provide three letters of reference, two of which must be from past professors who are in a position to evaluate the applicant's qualifications for graduate study, the third letter, if not also from a past professor, should be from someone knowledgeable of the applicant's knowledge and skills in a work or volunteer environment.
- Take the Graduate Record Examination general aptitude test (GRE) and meet the minimum University requirements.
- Submit a letter of "intent". This should explain reasons for applying to one of the Master's degree programs in Psychology. The applicant should also indicate their reasons for selecting UTPB and their preferred option of either clinical or experimental concentrations.
- The letters of reference, GRE scores, and letter of intent should all be turned in at the Office of Graduate Studies and Research.

**Note: Meeting the minimum requirements does not guarantee admission into the program. All application information should be completed by March 15 for admission to the subsequent Summer or Fall semester, and by October 22nd for admission to the subsequent Spring semester. Late applicants may be reviewed on July 1 for enrollment in the subsequent Fall semester, providing sufficient faculty are present to constitute the "Graduate Acceptance Committee."**

## Regular Admission

- Bachelor's Degree from an accredited college or university in psychology or related discipline
- GPA of 3.0 or better in the last 60 credit hours
- GRE scores at average percentile or better
- Entrance Score (ES): 1600 or above:  $ES = (GPA \times 200) + [(GRE \text{ Verbal} + GRE \text{ Quantitative}) \times 3.44]$
- Three letters of recommendation (two must be from professors)
- Statement of intent (this should be no longer than two typed pages and explain reasons for applying to the psychology program)
- All necessary course prerequisites.

## Conditional Admission

- Bachelor's Degree from an accredited college or university in psychology or related discipline
- GPA below 3.0 – 2.5 in the last 60 credit hours
- GRE scores at average percentile or better
- Entrance Score (ES): below 1600 but is above 1400:  $ES = (GPA \times 200) + [(GRE \text{ Verbal} + GRE \text{ Quantitative}) \times 3.44]$
- Three letters of recommendation (two must be from professors)

- Statement of intent (this should be no longer than two typed pages and explain reasons for applying to the psychology program)
- All necessary course prerequisites
- OTHER EVIDENCE:
- A written explanation describing extenuating circumstances that contributed to low GPA. Personal Interview (telephone or face-to-face)

## Prerequisites

Four undergraduate psychology courses (12 hours minimum) are required for admission to the M.A. program in Psychology.

- Introductory Statistics (i.e., PSYC 3301)
- Experimental Psychology (i.e., PSYC 3403) or Research Methods in Psychology
- Physiological Psychology (i.e., PSYC 4304), or the equivalent, such as Biological Foundations of Behavior, or PSYC 6306 Advanced Psychopathology and Pharmacology
- An advanced, junior or senior level, course in psychology. Students interested in pursuing the M.A. in Clinical Psychology program are encouraged to take PSYC 4351, Tests and Measurement, as it is prerequisite or corequisite for two graduate testing courses required for the clinical concentration (PSYC 6351 and PSYC 6352).

Students with deficiencies in these prerequisites may be granted "conditional" admission status, and must take the specified prerequisite courses and earn a minimum grade of B during the first two semesters the student is enrolled conditionally in the program. Students may enroll in the necessary undergraduate courses (PSYC 3301, Statistics; and/or PSYC 3404, Experimental Psychology; PSYC 3322, Theories of Personality; and/or PSYC 4304, Physiological Psychology (or PSYC 6306 Advanced Psychopathology and Pharmacology) and in selected graduate courses concurrently. Note, all graduate courses are taught in the evening at UTPB. However, the undergraduate courses that are prerequisite courses may or may not be offered in the evening; we attempt to offer the undergraduate prerequisite courses at least once every two years in the late afternoon or early evening.

University policy permits some graduate coursework taken while students are classified as "provisional". Specifically, students may apply six graduate credit hours without petitioning (and a maximum of nine with petition) toward the degree. Graduate hours in excess of nine cannot be applied to the Master's degree. Further, courses in which students have earned a grade of less than "B" (i.e. a grade of "C" or less) are not transferrable to the degree program.

## MA Thesis or Non-Thesis MA Project Requirement

Students in the Experimental Psychology concentration must complete a thesis. Students in the Clinical Psychology concentration may select either the thesis option or the non-thesis "project" option. Although there are differences between the thesis and non-thesis options, both are capstone courses which provide the student the opportunity to work with a graduate faculty member as supervisor.

The Clinical Psychology concentration allows a choice between the MA Thesis or the MA Project. Both emphasize core clinical/counseling content, basic research skills, and professional skills. Students who intend to proceed with doctoral work are encouraged to complete the MA Thesis. Students who want to practice in psychology and who will seek licensure as a Licensed Professional Counselor (LPC) or Licensed Psychological Associate (LPA) after the award of the MA degree may consider the MA Project.

**MA Thesis.** Generally, a thesis is an empirical research study, written in APA-style, which includes an abstract, introduction, method, results, discussion, and reference sections along with relevant appendixes (refer to the *Publication Manual of the American Psychological Association* (6th edition) for instructions on formatting your thesis). The purpose of the thesis is to enable the student to demonstrate:

- A thorough knowledge of some area of research
- The ability to design, justify, and carry out a research project that has the potential for furthering the knowledge of the area of research
- The ability to report research in a clear and concise manner using the guidelines set forth in the *Publication Manual of the American Psychological Association* (6th edition). Henceforth referred to as APA style.

**MA Project.** Working under the direction of a graduate faculty member, the MA Project may take one of several forms: a review of the literature on a topic in clinical psychology; completion of a case study; participation in an off-campus clinical internship and culminating reflection paper; or the testing of hypotheses and the collection and analysis of data. *A case study, as defined here, is a thorough investigation* of a single person, specific social group, or social event, in which data are gathered.

## The Concentration in Clinical Psychology Option

The Clinical Psychology concentration leading to the M.A. in Psychology degree is aimed at training students in the assessment and treatment of mental disorders through individual, family, and group therapies. The concentration offers training in child, adolescent, and adult disorders. This course of study is grounded in the scientist-practitioner model and thus involves training in theory, research design and statistics, and the application of principles to the provision of psychological services.

Successful completion of the M.A. in Psychology with the Clinical Psychology concentration is designed to provide students the education requirements needed to take the state examinations required for the Licensed Psychological Associate (LPA) in the State of Texas (For additional information see <http://www.tsbep.state.tx.us/>) or, with additional coursework, the Licensed Professional Counselor (LPC) in the State of Texas (60 hours minimum; for more information see: <http://www.dshs.state.tx.us/counselor/default/shtm>). In addition to completing the requirements for the M.A. degree, the Licensed Professional Counselor also requires an additional 3000 supervised hours after completing the MA degree. Both licensures, the LPA and LPC, require the successful passage of an examination called for by the licensing body after the completion of the M.A.

## Course Requirements (60 sch minimum)

For about half of the courses listed below there are course prerequisites. If a course does not have a prerequisite listed, then there are none and the student may enroll in that course at any time.

### Required "Foundation" Courses (9 sch)

- PSYC 6302 Research Methodology (3) sch
- PSYC 6304 Advanced Statistics: Analysis of Variance (3) sch **or**
- PSYC 6314 Advanced Statistics: Regression (3) sch
- PSYC 6324 Advanced Ethical and Professional Issues (3) sch

### Concentration Courses (42 sch)

- PSYC 6305 Ethical/Professional Foundations & Cognitive Treatment (3) sch
- PSYC 6306 Advanced Psychopathology and Pharmacology (3) sch
- PSYC 6307 Addictions Counseling (3) sch
- PSYC 6312 Group Psychotherapy (3) sch
- PSYC 6321 Psychopathology (3) sch

- PSYC 6322 Current Psychotherapies (3) sch
- PSYC 6323 Individual Psychotherapy Skills (3) sch
- PSYC 6324 Advanced Ethical and Professional Issues (3) sch
- PSYC 6341 Lifespan Development Social and Personality (3) sch
- PSYC 6350 Intellectual Assessment (3) sch
- PSYC 6351 Personality Assessment (3) sch
  
- PSYC 6371 Advanced Social Psychology (3) sch or
- PSYC 6372 Multicultural Counseling (3) sch
  
- PSYC 6378 Career Counseling and Development (3) sch
- PSYC 6381 Trauma, Crisis, and Grief Counseling (3) sch

### Practicum (6 sch)

- PSYC 6392 Practicum (3) sch

### Master's Thesis (3 sch) or Master's Project (3 sch) Option:

- PSYC 6399 Master's Thesis (3) sch or
- PSYC 6398 Master's Project (3) sch

## Course Sequence

Students in the Clinical Psychology concentration should enroll in Personality Assessment and/or Intellectual Assessment their first year. Note, that a course in Tests and Measurement is prerequisite for both of these courses. Students in this program should discuss their thesis plans with their faculty advisor prior to or at the beginning of the second year.

## The Concentration in Experimental Psychology Option

The Experimental Psychology program focuses on advanced psychological theory (i.e., developmental, cognitive, personality, and social psychological theory), research methods, statistics, and manuscript preparation. Students in this program receive one-on-one attention and class sizes rarely exceed 15 students. The small size of the program enables faculty to mentor and collaborate with students in research. Students will have the opportunity to publish and present their work at professional conferences or in academic journals.

Successful completion of the M.A. in Experimental Psychology will provide students with a broad background in psychological theory, research methods, and statistics. Further, students will gain analytical and critical thinking skills, oral and written communication skills, and they will have the ability to solve applied and theoretical problems. This training will allow students to pursue employment conducting research in university or national laboratories. Graduates may also be placed in hospital, mental health, and social service fields, in granting agencies, business settings, or at community colleges. The terminal master's degree will also prepare students for continued study at the Ph.D. level.

## Course Requirements (36 sch minimum)

For some of the courses listed below there are course prerequisites. If a course does not have a prerequisite listed, then there are none and the student may enroll at any time.



## Required "Foundation" Courses (18 sch)

- PSYC 6302 Research Methodology (3) sch
- PSYC 6304 Advanced Statistics: Analysis of Variance (3) sch
- PSYC 6314 Advanced Statistics: Regression (3) sch
- PSYC 6324 Advanced Ethical and Professional Issues (3) sch
- PSYC 6341 Lifespan Development Social and Personality (3) sch
- PSYC 6371 Advanced Social Psychology (3) sch

## Elective Courses (12-15 sch)

These courses should be chosen in consultation with the faculty advisor and be consistent with a student's overall goals. Up to 6 hours of undergraduate course work (as a graduate student) may count toward electives hours.

- PSYC 6305 Ethical/Professional Foundations & Cognitive Treatment (3) sch
- PSYC 6306 Advanced Psychopathology and Pharmacology (3) sch
- PSYC 6321 Psychopathology (3) sch
- PSYC 6322 Current Psychotherapies (3) sch
- PSYC 6372 Multicultural Counseling (3) sch
- PSYC 6375 Psychology and the Law (3) sch
- PSYC 6378 Career Counseling and Development (3) sch
- PSYC 6389 Selected Topics (3) sch
- PSYC 6391 Independent Research/Directed Research (3) sch
- PSYC 6395 Seminar on Selected Topics (3) sch

## Master's Thesis (3 sch)

- PSYC 6399 Master's Thesis (3) sch

## Course Sequence

Students in the Experimental Psychology concentration should enroll in Research Methodology and Advanced Statistics ANOVA or Regression their first year. Students in this program should discuss their thesis plans with their faculty advisor prior to or at the beginning of the second year.

## Independent Study/Directed Research

For students who are interested and able to benefit from such experiences, the Independent Study, 6391, course may be considered in consultation with your faculty advisor. These course options are reserved for students who have a demonstrated ability to profit from them. Activities from the following list should be consistent with the students' long-range career goals, their topical interests, and the skills they intend to acquire. These hours are intended to help students gain additional marketable experiences, and they will be highly individualized.

## Grade Achievement Policy

Students in the MA in Psychology program receive credit for only graduate (6000 level) courses in which a grade of A or B has been earned. Any 4000 level course taken as a requisite to regular status must also result in a B grade or higher. Continuation in the graduate programs in Psychology is contingent on maintaining a minimum grade of B in all

courses counting toward the degree. Under no circumstances will a grade of C be counted for credit in the Psychology graduate program. Note, this criterion is higher than that printed in introduction of this Graduate Catalog. Students seeking the MA in Psychology must have an A or B grade in all courses counting toward the MA degree, not merely a B "average."

A student who earns a C+ or lower in any course taken to apply to the MA degree in Psychology will, at a minimum, receive an academic review by the graduate program faculty, and will be monitored and placed on academic probation until the course is repeated with a B or better grade. Such notice will be made in writing by the department chairperson or the graduate program head. Any student placed on academic probation is limited to six credits per semester while on academic probation. Occurrence of a second C or lower grades in one's graduate course work shall be grounds for dismissal from the graduate program.

Students should visit with his or her academic advisor at the beginning of each new semester to discuss any issues affecting progress toward the degree.

## Student Professionalism

Throughout the program, the student will find that both academic progress (e.g., course grades) and professionalism is monitored. Professional behavior is an expectation. Sometimes students misinterpret the informal and personal atmosphere of the graduate programs in psychology as *laissez faire*, or "anything goes." Although it's true that the university environment is more informal than most corporate, nonprofit or for profit agencies, or government agencies, appropriate professionalism is expected. Clearly professionalism consists of a variety of behaviors, and although it is often difficult to exhaustively define, teach, and assess professional behavior, the graduate student is expected to demonstrate professionalism in the following ways:

- coming prepared for class, having completed readings or other assignments;
- regular attendance and participation in class, and other obligations (this includes practicum appointments and regular meetings with one's Thesis Advisor during the thesis semester);
- arriving for classes, thesis meetings, and practicum appointments at the scheduled time;
- meeting the due dates established for class assignments (including Thesis deadlines; see below);
- adhering to the American Psychological Association's professional code of ethics (e.g., confidentiality; dual relationships) and university regulations (e.g., academic dishonesty; drug free environment, and so on);
- maintaining appropriate dress, personal appearance, and hygiene, particularly in the practicum experience;
- maintaining courteous, civil relationships with fellow students, faculty, and staff;
- being psychologically sound, interpersonally effective, and able to engage with fellow students, faculty, staff, clients, and professionals in the community in a healthy and responsible manner; and
- maintaining professional conduct in the community.

In both the clinical practicum and experimental independent research experience, a "zero tolerance" policy is in effect to protect the welfare of clients and community collaborators as well as the integrity of the psychology M.A. programs. Examples of unprofessional behavior include, but are not limited to, the following: disorderly, aggressive, or threatening conduct on campus or in the community; behavior that endangers the safety, health, or welfare of others on or off campus (i.e., driving while under the influence); breaches of confidentiality, issues of test security, multiple relationships with clients, and so forth.

## Public Administration, MPA

### Administrative Unit

The program is administered by the Office of Graduate Studies and Research, the Department of Social Sciences, and the College of Arts and Science.

# Educational Objectives

The Master of Public Administration is designed to provide both advanced theoretical perspectives and practical training for governmental, not-for-profit, and community development leaders, with special emphasis on theories and practices of public leadership. To accomplish this goal, the degree aims at two general audiences: traditional students with bachelor's degrees looking for training to enter the public service and students already in a governmental or public organization seeking to further enhance their skills.

The objectives of this program are:

1. To build a theoretical foundation and practical skills in leadership for public, community, and not-for-profit organizations.
2. To develop an awareness of ethical issues in public service.
3. To develop a comprehensive knowledge of the historical, social, political, and economic contexts within which public leaders work.
4. To develop leadership and administrative skills in public policymaking, budgeting, and personnel.

# Admission Requirements

Minimum standards for acceptance into the degree of Master of Public Administration with Leadership Emphasis are established by the Graduate Council and the Office of Graduate Studies and Research of The University of Texas of the Permian Basin. In addition, the Program Coordinator and Program Committee will assess test scores and additional materials (see below) submitted in support of the student's acceptance into the program for a final admittance decision.

In addition to the general requirements of the Office of Graduate Studies and Research, applicants for this program are required to submit three letters of recommendation. These letters should be from persons who have knowledge of the applicant's academic preparation and potential in the areas of public and community service.

## Regular Admission

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- GRE Scores of 295 (verbal and quantitative combined) or above OR the equivalent of three or more years of full-time professional experience in public, nonprofit, or for-profit organizations
- Three letters of recommendation

## Conditional Admission

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- GRE Scores of 287 - 294 (verbal and quantitative combined)
- Three letters of recommendation
- OTHER EVIDENCE: At least one of the following:
  - Completion of Graduate Courses
  - Current or previous professional service in governmental, public service, non-profit, or for-profit organizations

The final decision regarding admission will be made by the Public Administration Leadership Coordinator.

# Degree Requirements

The Master of Public Administration degree consists of a minimum of 36 semester credit hours. This degree requires a "common core" of seven courses.

In addition to the general requirements of the Office of Graduate Studies and Research – completion of an accredited bachelor's degree and completion of the Graduate Record Examination (GRE), applicants for this program are required to submit three letters of recommendation. These letters should be from person who have knowledge of the applicant's academic preparation and potential in the areas of public and community service. **The GRE may be waived as noted in the set of criteria for Regular Admission.**

The Master of Public Administration is a non-thesis degree.

## Required Courses

Candidates for the Master of Public Administration degree must complete 36 credits of graduate work.

- MPAL 6301 Public Leadership and Ethics (3) sch
- MPAL 6302 Organizational Leadership and Administration (3) sch
- MPAL 6303 Analytical Techniques (3) sch
- MPAL 6304 Public Budgeting (3) sch
- MPAL 6305 Public Personnel Administration (3) sch
- MPAL 6320 Public Policy (3) sch
- A research methods or statistics course (3 credits)
- Five electives courses (3 credits each, 15 credits total) relevant to the student's career goals, interests, and development needs.

## Public Administration Elective Courses

- MPAL 6310 Local Government Administration (3) sch
  - MPAL 6350 Democracy and Political Leadership (3) sch
  - MPAL 6370 Conflict Mediation (3) sch
  - MPAL 6380 Financial Management for Public and Nonprofit Organizations (3) sch
  - MPAL 6381 Issues in Health and Human Services Policy and Management (3) sch
  - MPAL 6382 Innovation in Public & Nonprofit Organizations 3 sch
  - MPAL 6389 Selected Topics (3) sch
  - MPAL 6390 Applied Research Project (3) sch
  - MPAL 6391 Contract Study (3) sch
  - MPAL 6395 Internship (3) sch
- Students with special interests may make other elective course choices with permission of the MPAL Program Coordinator.

## Spanish, MA

# Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the Faculty of Spanish, Department of Literature and Languages, College of Arts and Sciences.

## Objectives

### Educational Objective

Through the study and analysis of past, present, and emerging Hispanic cultures--their languages, literatures, and histories

- Study the major movements and writers from Spain, and the United States (Latino and Chicano) and Latin America.
- Become familiar with the characteristics of literary movements, contemporary literary trends, such as the nature of literary genres, sometimes fixed, and sometimes changing. At the same time, acquire literary terms in each genre.
- Dominate techniques, writing strategies and demonstrate a critical and responsible attitude to the Spanish language.
- Writing research and analytical papers (short and medium length) with evidence that the student implements the methodological basis of literary studies: a clear and attractive thesis, critical dialogue, the original proposal, optimal development of ideas, and an effective conclusion.
- Increase linguistic proficiency and the history of the Spanish language. Study the sound system, the sentence patterns, the historical evolution, and the regional variants.

The Department of History, Literature, and Languages offer the Master of Arts in Spanish with emphasis in a) Mexican Studies b) Spanish linguistics c) Peninsular literature and culture d) Latin America (Spanish) literature. The courses include literary theory, the study of film, music, cultural studies, and other interdisciplinary orientation. The courses are designed to give our student a strong preparation in the language, literatures, linguistics, and all Hispanic cultural context. The educational training of students of the master degree program is professionally designed in two directions: 1) Acquire knowledge and enhance their skills to continue doctoral studies in Spanish. 2) Contribute to raising the level of schools (Elementary, Middle, and High school) where Master's students are working as teachers and promote academic improvement.

## Admission Requirements

Candidates who have not completed at least 18 undergraduate semester credit hours (SCH) in Spanish will be required to enroll in additional courses to complete their preparation for graduate work. The following list provides choices in content areas that may be needed: (1) SPAN 3301, Advanced Grammar and Syntax; (2) SPAN 3302, Advanced Composition and Conversation; (3) SPAN 3331, Spanish Conversation; (4) SPAN 4331, Spanish Phonetics and Phonemics; (5) SPAN 3321, Hispanic Civilization; and (6) SPAN 4301 Spanish Literature I, or SPAN 4302 Spanish Literature II, or SPAN 4311, Spanish-American Literature I, or SPAN 4351, Mexican Literature, or SPAN 4352, Mexican-American Literature. Candidates who do not have a B.A. in Spanish, either from UTPB or another accredited university, must write a six page essay in MLA format. This essay will be a critical analysis of literature, culture or research.

## Regular Admission

- Bachelor's Degree in Spanish from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- Six page essay in Spanish, MLA format (plus one bibliography page). This essay will be a critical analysis of literature, culture or research. Please email to gradstudies@utpb.edu.

## Conditional Admission

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Acceptable GRE scores (150 or higher on Verbal and Quantitative Section)
- Six page essay in Spanish, MLA format (plus one bibliography page). This essay will be a critical analysis of literature, culture or research. Please email to gradstudies@utpb.edu.
- OTHER EVIDENCE: At least one of the following:
  - The student is a first generation college student
  - The student had other responsibilities such as work and mother-father duties.
  - The Student has one of the following: a) A BA in Spanish. B) A Minor in Spanish.

NOTE: Candidates who have not completed at least 18 upper division undergraduate semester credit hours (SCH) in Spanish will be required to enroll in additional courses to complete their preparation for graduate work.

## Options

The Master of Arts in Spanish consists of a minimum 36 semester credit hour in which a student may select either one of several options: (1) Directed Readings (Written Examinations); (2) Thesis; (3) Scholarly Article; and (4) Additional 6 Graduate Credit Hours (Portfolio Option). Up to 9 semester credit hours of senior level Spanish courses (4300-numbered SPAN courses, excluding HIST courses) may be included, pending consultation with the student's advisor. After completing 18 credit hours, students who choose the Thesis or Scholarly Article option should submit to their committee a 5-10 page prospectus with a working bibliography.

## Directed Readings (Written Examinations)

The three examinations will each cover one of the following areas: Linguistics, Latin American and Peninsular Literature. Spanish professors will review the comprehensive examinations taken. The professor specializing in each area will grade the examination first and then pass the examinations (without written comments or any marks) to the other professors. Each professor will sign the examination including a note specifying a pass or no pass. Afterwards, all of the professors will get together to review all three examinations. Students need to pass only two of the three areas in order to graduate.

## Thesis

At the MA level, the thesis should constitute a contribution to the scholarly discourse on a well-defined topic. The thesis will demonstrate the writer's grasp of the history of that discourse and the major voices within it. The thesis will be a lengthy paper (typically 50-70 pages of text) combining original analysis with thorough research. The thesis is not a doctoral dissertation or a book. A total of 6 credits will be devoted to SPAN 6399.

## Scholarly Article

A scholarly article, to be submitted for publication after its completion and the suggested revisions by the student's committee, should be an original contribution to scholarship. The student's committee must agree that the student's proposed work at the prospectus level is a publishable article. The scholarly article option involves two phases, the first of which is the passage of a broad oral examination in the area in which the student wishes to write an article. Once the examination is passed, the student may write an article suitable for publication in a peer reviewed scholarly journal. Students choosing this option must also successfully perform an oral examination following the completion of their writing in which they defend their work. The examiners will be members of the candidate's committee and a representative of the Graduate Faculty. The article will be a lengthy paper (20-25 pages of text) combining original interpretation with thorough research. A total of 6 credit hours will be devoted to SPAN 6399 for this option.

## **Additional 6 Graduate Credit Hours (Portfolio Option)**

Students who do not wish to pursue any of the above options may take 6 additional graduate credits, for a total of 36 semester credit hours. In the semester they plan to graduate they should submit 3 of their graduate papers to be evaluated by their graduate committee; an oral examination will follow this evaluation in which the student will be asked to demonstrate how these papers have met the goals of the graduate program.

## **Special Program Features**

The Master of Arts in Spanish at U.T. Permian Basin provides broad training to students in three areas: (1) Spanish linguistics, bilingualism, translation; (2) Latin American Literature; and (3) Peninsular Literature. It is designed generally for four potentially overlapping populations: (1) those pursuing careers in language teaching; (2) and/or those desiring preparation for doctoral-level graduate study; (3) the "life-long learners" who will find the terminal MA proposed here to be appealing and as fulfilling their wish to earn the MA in a field they will find relevant to their lives and the lives of those around them; and (4) those in businesses, industry and for-profit and non-profit organizations and agencies who find a need for advanced skills of communication across cultures and knowledge of the similarities that bind us.

## **Required Courses**

Candidates for the Master of Arts degree in Spanish must complete 36 credits of graduate work.

- SPAN 6300 Literary Criticism and Research Methods (3) sch

### **Two Courses in Spanish Linguistics (6 sch)**

- SPAN 6311 Spanish Translation (3) sch or
- SPAN 6321 History of the Spanish Language (3) sch or
- SPAN 6331 New World, Peninsular, and Spanish Dialectology (3) sch or
- SPAN 6314 Advanced Phonetics (3) sch

### **Two Courses in Spanish-American Literature (6 sch)**

- SPAN 6322 Contemporary Mexican Literature (3) sch or
- SPAN 6342 20th Century Spanish-American Prose (3) sch or
- SPAN 6343 20th Century Spanish-American Poetry (3) sch or
- SPAN 6352 Mexican-American Literature (3) sch

## Two Courses in Peninsular Literature (6 sch)

- SPAN 6333 Spanish Romanticism and Realism (3) sch or
- SPAN 6360 Spanish Literature in the Middle Ages (3) sch or
- SPAN 6361 Spanish Literature in the Golden Age (3) sch or
- SPAN 6362 Spanish Literature 1898-1936 from Unamuno to Garcia Lorca
- SPAN 6353 Novelists of Post-War Spain (3) sch

## One Course in History/Hispanic Civilizations (3 sch)

- HIST 6319 Topics in Latin American History (3) sch or
- HIST 6350 Topics in Texas (3) sch or
- HIST 6354 Chicano/a History (3) sch

## Two Additional Course in Spanish Linguistics, Spanish-American Literature or Peninsular Literature (6 sch)

**NOTE:** SPAN 6389 Selected Topics, may be used for meeting a requirement in Spanish Linguistics, Spanish-American Literature, or Peninsular Literature, depending upon the course content and with the approval of the student's advisor.

## Non-thesis or Thesis Option (6 sch)

The programs Non-Thesis or Thesis option as the culminating experience of the degree includes two courses that will be unique.

SPAN 6390 Directed Readings or SPAN 6399 Master's Thesis will be the only courses not available to all students in the program.

- SPAN 6390 Directed Readings (3 or 6) sch or
- SPAN 6399 Master's Thesis (3 or 6) sch

## Special Education (Online), MA

### Administrative Unit

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of Special Education, Department of Curriculum and Instruction, College of Education.

### Objectives

The Master of Arts in Special Education prepares proficient and skilled professionals for careers as special educators in the school setting and other related disability fields. Students seeking initial certification in special education may be required to take additional courses as required by the state of Texas.



# Admission Requirements

## Regular Admission

- Bachelor's Degree from an accredited college or university
- GPA of 3.0 or better in the last 60 credit hours
- Essay submitted and reviewed: "Why do you want to pursue a master's degree in special education?"

## Conditional Admission

- Bachelor's Degree from an accredited college or university
- GPA below 3.0 – 2.5 in the last 60 credit hours
- Essay submitted and reviewed: "Why do you want to pursue a master's degree in special education?"
- OTHER EVIDENCE: At least one of the following:
  - Minimum GRE score of 282 (verbal and quantitative combined);
  - Statement related to the circumstances surrounding your lower GPA and why you believe you are ready for graduate studies (at least one page in length) AND two professional letters of recommendation, both should be from school administrators who have supervised your work in the classroom. If you can only secure one from such a person, the second must be a professional letter from someone who can speak to your capacity to be a special education teacher. May also consider cultural components including, but not limited to, English as a second language, weak academic preparation that can be remediated, student motivation and desire to succeed, evidence of success in career field (e.g., teaching or service awards), and/or candidate's diverse experiences and perspectives.

## Program Requirements (36 sch)

### Core Requirements

- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6304 Educational Psychology (3) sch
- EDUC 6305 Research Design in Education and the Social Sciences (3) sch

### Special Education Core Requirements

(Students seeking initial teaching certification will need to contact their advisor for specific course substitutions)

- EDSP 6339 Foundations of Special Education 3 sch
- EDSP 6341 Behavior Management and Social Skills (3) sch
- EDSP 6343 Programs and Practices for Exceptional Learners (3) sch
- EDSP 6344 Methods for Teaching Exceptional Learner (3) sch
- EDSP 6345 Transition Programming for Exceptional Learners (3) sch
- EDSP 6346 Foundation and Legal Aspects of Special Education (3) sch
- EDSP 6347 Characteristics of ASD and Developmental Disorders (3) sch
- EDSP 6352 Technology and School Change (3) sch

## Culminating Experiences

- EDSP 6397 Research in Special Education sch

## Autism and Developmental Disabilities (Online)

The Master of Arts in Special Education option in Autism and Developmental Disabilities prepares proficient and skilled professionals for careers which focus on autism spectrum disorders and developmental disabilities in early childhood. Students seeking initial certification in special education will be required to take additional courses as required by the State of Texas.

## Program Requirements (36 sch)

### Core Requirements

- EDUC 6202 Cultural Proficiency (3) sch
- EDUC 6304 Educational Psychology (3) sch

### Special Education Core Requirements

- EDSP 6339 Foundations of Special Education 3 sch
- EDSP 6341 Behavior Management and Social Skills (3) sch
- EDSP 6343 Programs and Practices for Exceptional Learners (3) sch
- EDSP 6344 Methods for Teaching Exceptional Learner (3) sch
- EDSP 6346 Foundation and Legal Aspects of Special Education (3) sch
- EDSP 6352 Technology and School Change (3) sch

### Autism Specification

- EDSP 6348 Curriculum and Instruction for Autism Spectrum Disorder (3) sch
- EDSP 6349 Autism Across the Lifespan (3) sch
- EDSP 6315 Parent Involvement in Young Children with Autism Spectrum Disorder (3) sch
- EDSP 6392 Practicum: Diagnostician (3) sch

## Educational Diagnostician

The Master of Arts in Special Education prepares proficient and skilled professionals for careers in special education school setting and other related disability fields. Additionally, the **Professional Educational Diagnostician** licensure is available to students with prior teaching experience in either general or special education; however, all candidates must be certified in special education prior to exit from the program. Please note candidates must complete 9 hours of assessment coursework on campus during the second semester of study.

## Program Requirements (45 sch)

### College of Education Core Requirements (9 sch)

- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6304 Educational Psychology (3) sch
- EDUC 6305 Research Design in Education and the Social Sciences (3) sch

### Special Education Core Requirements (24 sch)

- EDSP 6340 Current Trends in Programs and Services (3) sch
- EDSP 6341 Behavior Management and Social Skills (3) sch
- EDSP 6343 Programs and Practices for Exceptional Learners (3) sch
- EDSP 6344 Methods for Teaching Exceptional Learner (3) sch
- EDSP 6345 Transition Programming for Exceptional Learners (3) sch
- EDSP 6346 Foundation and Legal Aspects of Special Education (3) sch
- EDSP 6347 Characteristics of ASD and Developmental Disorders (3) sch
- EDSP 6315 Parent Involvement in Young Children with Autism Spectrum Disorder (3) sch

### Additional Coursework for Professional Educational Diagnostician licensure (12 sch)

- EDSP 6386 Learning Theory & Assessment (3) sch
- EDSP 6394 Cognitive Assessment (3) sch
- EDSP 6395 Seminar: Professional Practice (3) sch
- EDSP 6392 Practicum: Diagnostician (3) sch

## Special Education, Autism/Developmental Disability Certificate

This option is available as a stand-alone certificate for teachers and related service providers who already have a graduate degree.

### Required Courses (12 sch)

- EDSP 6315 Parent Involvement in Young Children with Autism Spectrum Disorder (3) sch
- EDSP 6348 Curriculum and Instruction for Autism Spectrum Disorder (3) sch
- EDSP 6349 Autism Across the Lifespan (3) sch
- EDSP 6393 Practicum: Autism/Developmental Disabilities (3) sch

## Teacher Certification/Post-Baccalaureate Alternative Program (non-degree)

## Administrative Unit

Administered by the Department of Curriculum and Instruction, College of Education. Advising and all processing for certification are completed through the College of Education's certification office.

# Objectives

To prepare students who desire teaching credentials in Texas and who already hold a bachelor's degree.

## Admission Requirements

(1) Bachelor's degree from a regionally accredited institution; (2) Cumulative GPA of at least 2.50 or a GPA of 2.75 on the last 60 hours of coursework; (3) Demonstrated English language proficiency; (4) Minimum of 12 semester hours in the subject-specific content for the certification sought (15 semester hours for math and science applicants) or a passing score on a Texas Education Agency-approved test of content knowledge; (5) TSI Status complete [exempt by degree]; and (6) A screening essay of two pages in length that addresses why the applicant wants to become a teacher and what personal characteristics and experiences make him or her a good candidate for the teacher certification program.

**Please be aware that:** Pursuant to the Texas Education Code (TEC) §22.083/§22.0835, candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. Any negative legal history, as defined by the State Board for Educator Certification (Texas Administrative Code §249.16) may jeopardize your ability to obtain a certificate and to teach or be employed as an educator. You may request a preliminary criminal history evaluation by the Texas Education Agency (TEA) if you believe you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense. There is currently a \$55 fee for this optional service.

## Teacher Certification with a Masters Degree

Teaching certification may be earned in conjunction with a master's degree for candidates who meet the criteria for admission to an Education graduate program. Qualified students seeking certification as an elementary teacher or middle grades teacher may apply their graduate-level certification coursework toward the requirements for the Master of Arts in Reading or Master of Arts in Professional Education. Qualified students seeking certification as a secondary or middle grades teacher may apply their graduate-level certification coursework toward the requirements for the Master of Arts in Professional Education. Contact the College of Education's Admission Counselor for more information about these options.

## Teacher Certification Areas

<b>Elementary</b>	Core Subjects EC-6, with optional supplements in Bilingual, ESL, or Special Education
<b>Middle Grades</b>	Core Subjects 4-8, with optional supplements in Bilingual, ESL, or Special Education English Language Arts and Reading; Mathematics; Science; Social Studies
<b>Secondary</b>	Chemistry; Computer Science; English Language Arts and Reading; History; Life Science (Biology); Mathematics; Physical Science; Science; Social Studies; Speech; Journalism
<b>All Levels</b>	Art; Music; Physical Education; Spanish; Special Education

+ Supplemental Certifications in Bilingual, ESL or Special Education may be added to any certification

## Teacher Certification Preparation Requirements

## Elementary Teacher Certification Grades EC-6

- EDUC 6300 Instructional Methods and Processes (3) sch
  - EDUC 6330 Theories of Curriculum and Instruction (3) sch
  
  - \* EDRD 6315 Foundations of Literacy (3) sch **or**
  - EDRD 6317 Materials, Methods and Media in Reading (3) sch **or**
  - EDRD 6323 Advanced Problems in Reading (3) sch
  
  - EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
  - \*\* EDUC 6304 Educational Psychology (3) sch
  - EDUC 4693; EDUC 4694 Teaching Internship I and Teaching Internship II **or** EDUC 4381 Student Teaching
- \*Candidates for Bilingual certification replace EDRD 6315/6317/6323 with EDBI 6325 Teaching Language Arts and Reading to Spanish Speakers and replace EDUC 6302 with EDBI 6324 Teaching Science, Math, and Social Studies to Spanish Speakers.
- \*Candidates for ESL certification replace EDUC 6302 with EDBI 6326 Methods of Teaching ESL or EDBI 6327 Advance Problems in ESL.
- \*\*Candidates for Special Education certification will replace EDUC 6304 with EDSP 6343 Programs and Practices for Exceptional Learners or EDSP 6344 Methods of Teaching for Exceptional Learners.

## Middle Grades Teacher Certification Grades 4-8

- EDUC 6300 Instructional Methods and Processes (3) sch
  - EDUC 6330 Theories of Curriculum and Instruction (3) sch
  
  - \* EDRD 6315 Foundations of Literacy (3) sch **or**
  - EDRD 6317 Materials, Methods and Media in Reading (3) sch
  
  - \* EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
  - \*\* EDUC 6304 Educational Psychology (3) sch
  - EDUC 4693; EDUC 4694 Teaching Internship I and Teaching Internship II **or** EDUC 4381 Student Teaching
- \*Candidates for Bilingual certification replace EDRD 6315/6317/6323 with EDBI 6325 Teaching Language Arts and Reading to Spanish Speakers and replace EDUC 6302 with EDBI 6324 Teaching Science, Math, and Social Studies to Spanish Speakers.
- \*Candidates for ESL certification replace EDUC 6302 with EDBI 6326 Methods of Teaching ESL or EDBI 6327 Advance Problems in ESL.
- \*\*Candidates for Special Education certification will replace EDUC 6304 with EDSP 6343 Programs and Practices for Exceptional Learners or EDSP 6344 Methods of Teaching for Exceptional Learners.

## Secondary Teacher Certification Grades 7-12

- EDUC 6300 Instructional Methods and Processes (3) sch
- EDUC 6330 Theories of Curriculum and Instruction (3) sch
  
- EDRD 6317 Materials, Methods and Media in Reading (3) sch **or**
- EDRD 6319 Content Area Literacy (3) sch **or**
- EDRD 6315 Foundations of Literacy (3) sch
  
- \* EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- EDUC 6304 Educational Psychology (3) sch
- EDUC 4693; EDUC 4694 Teaching Internship I and Teaching Internship II  
**or** EDUC 4381 Student Teaching

\*Candidates for ESL certification replace EDUC 6302 with EDBI 6326 Methods of Teaching ESL or EDBI 6327 Advanced Problems in ESL.

\*\*Candidates for Special Education certification will replace EDUC 6304 with EDSP 6343 Programs and Practices for Exceptional Learners or EDSP 6344 Methods of Teaching Exceptional Learners.

## All-Level Teacher Certification Grades EC-12

- EDUC 6300 Instructional Methods and Processes (3) sch
- EDUC 6330 Theories of Curriculum and Instruction (3) sch
  
- EDRD 6317 Materials, Methods and Media in Reading (3) sch **or**
- EDRD 6319 Content Area Literacy (3) sch **or**
- EDRD 6315 Foundations of Literacy (3) sch
  
- \* EDUC 6302 Cultural Diversity in Education and the Social Sciences (3) sch
- \*\* EDUC 6304 Educational Psychology (3) sch
- EDUC 4693; EDUC 4694 Teaching Internship I and Teaching Internship II  
**or** EDUC 4381 Student Teaching

\*Candidates for ESL certification replace EDUC 6302 with EDBI 6326 Methods of Teaching ESL or EDBI 6327 Advanced Problems in ESL.

\*\*Candidates for Special Education certification will replace EDUC 6304 with EDSP 6343 Programs and Practices for Exceptional Learners or EDSP 6344 Methods of Teaching Exceptional Learners.

## Internship or Clinical Teaching Requirements

The appropriate subject-specific TExES examination of content knowledge must be passed prior to being admitted to internship. In addition, at least three preparation courses and 30 clock hours of field experience must be completed. Intern teachers are contracted employees of a school district and receive the regular salary and benefits of a first-year teacher. The internship period is for one school year, either fall-spring or spring-fall. Individuals who prefer a more gradual entry into teaching may elect to do traditional student teaching (which is unpaid) instead of the internship.

Every effort is made to maintain consistency between the programs offered by the College of Education and the requirements for certification established by the Texas State Board for Educator Certification. However, the state requirements for certifications may change more frequently than published degree requirements, and it is critical that candidates consult their advisors and the UTPB Certification Officer regularly.

## Graduate Faculty

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

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**James A. Nickel**, Professor of Mathematics and Computer Science, Emeritus, 1972-1993.

**Robert Colbert Rhodes**, Professor of Sociology, Emeritus, 1975-2002.

**Frank N. Samponaro**, Professor of History, Emeritus, 1974-1999.

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Accounting	432-552-2706
Athletics	432-552-2675
Admissions	432-552-2605
Bookstore	432-552-0220
Career Services	432-552-2633
Educational Certification	432-552-2121
Financial Aid	432-552-2620
Foreign Student Advisor	432-552-2605
Graduate Studies	432-552-2530
Gymnasium	432-552-2335
Housing	432-552-2743
Information Resources Division (IRD)	432-552-2415

Library	432-552-2370
Police Administration	432-552-2780
Public Affairs & Information	432-552-2805
Registrar	432-552-2635
Section 504/A.D.A. Compliance Officer	432-552-2630
Student Services	432-552-2600
Testing Services & Academic Accommodations Department	432-552-2630
Veteran's Services	432-552-2830
College of Arts & Sciences	432-552-2220
Department of Behavioral Science	432-552-2325
Department of Humanities & Fine Arts	432-552-2280
Department of Science & Mathematics	432-552-2230
College of Business	432-552-2170
College of Education	432-552-2120
UTPB Home	<a href="http://www.utpb.edu">http://www.utpb.edu</a>
Graduate Studies Home Page	<a href="http://www.utpb.edu/academics/graduate-studies-and-research">http://www.utpb.edu/academics/graduate-studies-and-research</a>
Graduate Studies E-Mail	<a href="mailto:gradstudies@utpb.edu">gradstudies@utpb.edu</a>

## **Courses**

### **Accounting**

**ACCT 6301 Accounting Analysis**

**ACCT 6302 Contemporary Control Systems**

**ACCT 6304 Governmental and not-for-profit Accounting**

**ACCT 6305 Topics in Financial Accounting**

**ACCT 6310 Energy Accounting**

**ACCT 6311 Information Systems Management**

**ACCT 6312 Accounting Theory**

**ACCT 6313 Professional Ethics**

**ACCT 6314 Applied Accounting Research**

**ACCT 6315 Topics in Federal Income Tax**

**ACCT 6316 Topics in Auditing**

**ACCT 6320 Fraud Examination and Forensic Accounting**

**ACCT 6374 Professional Accountancy Capstone I**

**ACCT 6375 Professional Accountancy Capstone II**

**ACCT 6389 Selected Topics in Accounting**

**ACCT 6391 Contract Study in Accounting**

**ACCT 6392 Experiential Learning**

**ACCT 6398 Master's Project**

**ACCT 6399 Master's Thesis**

## **Biology**

**BIOL 6300 Bacteriology**

**BIOL 6301 Studies In Virology**

**BIOL 6305 Bio Analytics**

**BIOL 6322 Molecular Biology**

**BIOL 6323 Immunology**

**BIOL 6330 Plant Physiology and Biochemistry**

**BIOL 6332 Plant Taxonomy**



**BIOL 6340 Molecular Genetics**

**BIOL 6345 Developmental Biology**

**BIOL 6350 Advances in Animal Physiology**

**BIOL 6356 Neuroscience**

**BIOL 6371 Advances in Ecology**

**BIOL 6375 Advances in Animal Behavior**

**BIOL 6389 Selected Topics**

**BIOL 6391 Contract Study**

**BIOL 6392 Research in Biology**

**BIOL 6399 Masters Thesis**

## **Computer Science**

**COSC 6310 Computer Systems Architecture**

**COSC 6315 Database Systems**

**COSC 6320 Data Modeling and Mining**

**COSC 6325 Advanced Operating Systems and Real-time Computing**

**COSC 6350 Wireless Security**

**COSC 6351 Computer Forensics**

**COSC 6360 Software Engineering in Distributed Environments**

**COSC 6370 Networking**

**COSC 6375 Distributed Systems**

**COSC 6378 Computer and Network Security**

**COSC 6380 Programming Languages and Concurrency Issues**

**COSC 6385 Analysis of Algorithms**

**COSC 6389 Selected Topics**

**COSC 6390 Theory of Computation**

**COSC 6391 Contract Study**

**COSC 6398 Project**

**COSC 6399 Thesis**

## **Counseling**

**COUN 6370 Life Span Development**

**COUN 6371 Prof. Orientation & Ethics**

**COUN 6372 Counseling Theory**

**COUN 6373 Career Development and Counseling**

**COUN 6374 Assessment and Appraisal Strategies**

**COUN 6375 Advanced Abnormal Human Behavior**

**COUN 6376 Research Design in Education and Social Sciences**

**COUN 6377 Counseling Techniques**

**COUN 6378 Group Theory and Practice**

**COUN 6379 Multicultural Counseling and Advocacy**

**COUN 6380 Addictions Counseling**

**COUN 6381 Trauma, Crisis and Grief Counseling**

**COUN 6382 Couples and Family Counseling**

**COUN 6383 Child and Adolescent Counseling**

**COUN 6384 Consultation and Program Development**

**COUN 6385 Advanced Principles in School Counseling**

**COUN 6386 Advanced Ethical and Legal Issues in Counseling**

**COUN 6387 Advanced Diagnosis and Treatment**

**COUN 6389 Counseling - Special Topics**

**COUN 6391 Practicum**

**COUN 6392 Internship I**

**COUN 6393 Internship II**

**COUN 6394 Comprehensive Evaluation**

**COUN 6395 Counseling Seminar**

**COUN 6399 Thesis - Counseling**

## **Criminal Justice Administration**

**CJAD 6301 Crime and Criminal Justice**

**CJAD 6302 Statistical Applications in Criminal Justice**

**CJAD 6303 Advanced Research Methods in Criminal Justice**

**CJAD 6304 Public Administration in Criminal Justice**

**CJAD 6310 Public Policy**

**CJAD 6312 Crisis & Trauma Intervention**

**CJAD 6330 Women and Minorities in the Administration of Criminal Justice**

**CJAD 6331 Crisis Management and Conflict Resolution**

**CJAD 6335 Restorative Justice and Social Change**

**CJAD 6340 Contemporary Problems and Issues In Police Administration**

**CJAD 6341 Policy and Diversity**

**CJAD 6350 Contemporary Problems and Issues in Correctional Administration**

**CJAD 6351 Comparative Criminal Justice System**

**CJAD 6360 Contemporary Legal Issues In Criminal Justice Administration**

**CJAD 6361 Advanced Constitutional Law**

**CJAD 6362 Civil Liability For Criminal Justice Administrators**

**CJAD 6389 Special Topics in Criminal Justice Administration**

**CJAD 6391 Contact Study**

**CJAD 6399 Master's Thesis**

## **Economics**

**ECON 6301 Economic Analysis**

**ECON 6302 Forecasting Business Conditions**

**ECON 6332 Labor Economics**

**ECON 6389 Selected Topics in Economics**

**ECON 6391 Contract Study in Economics**

## **Education**

**EDUC 6300 Instructional Methods and Processes**

**EDUC 6301 Philosophy of Education**

**EDUC 6302 Cultural Diversity in Education and the Social Sciences**

**EDUC 6303 Human Growth and Development**

**EDUC 6304 Educational Psychology**

**EDUC 6305 Research Design in Education and the Social Sciences**

**EDUC 6329 Language Development and Acquisition**

**EDUC 6330 Theories of Curriculum and Instruction**

**EDUC 6335 Innovations in Teaching Science and Mathematics**

**EDUC 6336 Current Issues in Teaching Science and Mathematics**

**EDUC 6342 Foundations in Gifted and Talented Education**

**EDUC 6343 Social and Emotional Development of Gifted Children**

**EDUC 6347 Methods of Teaching Gifted and Talented Students**

**EDUC 6389 Selected Topics**

**EDUC 6391 Contract Study**

**EDUC 6392 Practicum: Learning Disabilities**

**EDUC 6393 Internship: Diagnostician**

**EDUC 6395 Seminar**

**EDUC 6397 Research in Education**

**EDUC 6398 Master's Study**

**EDUC 6399 Thesis**

**MUSI 6111 Recital Document**

**MUSI 6240 Ensemble Pedagogy Topics**

**MUSI 6241 Conducting Recital**

**MUSI 6245 Ensemble Repertoire Topics**

**MUSI 6250 Ensemble Conducting**

**MUSI 6300 Topics in Music History**

**MUSI 6333 Music Research Methods and Materials**

**MUSI 6342 Choral Literature**

**MUSI 6390 Psychology and Philosophy of Music**

## **Education - Bilingual/ESL**

**EDBI 6315 Parent Involvement in Bilingual/ESL Education**

**EDBI 6323 History and Politics in Bilingual Education**

**EDBI 6324 Teaching Science, Social Studies and Math in Spanish**

**EDBI 6325 Teaching Language Arts and Reading for Spanish Speakers**

**EDBI 6326 Methods of Teaching ESL**

**EDBI 6327 Issues and Advanced Problems in English as a Second Language**

**EDBI 6392 Practicum: Bilingual/ESL**

**EDBI 6395 Seminar: Seminar in Bilingual/ESL Education**

**EDBI 6397 Research in Education**

**EDBI 6398 Master's Study: Bilingual/ESL**

**EDBI 6399 Thesis: Bilingual/ESL**

## **Education - Early Childhood**

**EDEC 6310 Teaching Math and Science to Young Children**

**EDEC 6311 Program Development in Early Childhood Education**

**EDEC 6312 Development of the Whole Child**

**EDEC 6314 Parent Involvement in Early Childhood Education**

**EDEC 6315 Young Exceptional Learners**

**EDEC 6316 Early Literacy**

**EDEC 6389 Selected Topics**

**EDEC 6395 Seminar**

**EDEC 6397 Research in Education**

**EDEC 6398 Master's Study**

## **Education - Reading**

**EDRD 6305 Research Design in Reading Education**

**EDRD 6315 Foundations of Literacy**

**EDRD 6317 Materials, Methods and Media in Reading**

**EDRD 6318 Analysis and Selection of Literature**

**EDRD 6319 Content Area Literacy**

**EDRD 6320 Vocabulary and Spelling Practicum**

**EDRD 6321 Reading Diagnosis Practicum**

**EDRD 6322 Problems in Literacy**

**EDRD 6323 Advanced Problems in Reading**

**EDRD 6333 Clinical & Remedial Reading Practicum**

**EDRD 6392 Practicum: Reading**

**EDRD 6397 Research in Literacy**

## **Educational Leadership**

**EDLD 6360 School Finance**

**EDLD 6361 School Law**

**EDLD 6363 Administration of Special Programs**

**EDLD 6365 School Public Relations**

**EDLD 6367 Theories of Educational Leadership**

**EDLD 6368 Principalship**

**EDLD 6369 School Human Resources Management**

**EDLD 6370 Instructional Leadership**

**EDLD 6371 Advancing Educational Leadership**

**EDLD 6372 Texas Teacher Evaluation and Support System**

**EDLD 6392 Practicum I**

**EDLD 6393 Practicum: Leadership**

**EDLD 6395 Seminar: Applied Research in Educational Leadership**

**EDLD 6462 District School Finance**

**EDLD 6464 Educational Change and Design of Facilities**

**EDLD 6473 Superintendency & the School Board**

**EDLD 6475 Education and Sociocultural Change**

## **English**

**ENGL 6302 American Romanticism**

**ENGL 6303 American Realism**

**ENGL 6304 American Literature, 1900-1945**

**ENGL 6305 American Literature, 1945 to the Present**

**ENGL 6310 American Nature Writing**

**ENGL 6321 British Literature to 1660**

**ENGL 6323 British Literature, 19th Century**

**ENGL 6324 British Literature, 1900 to the Present**

**ENGL 6330 Literature and Mythology**

**ENGL 6332 Literature and Visual Arts**

**ENGL 6333 Border Literature and Theory**

**ENGL 6351 Topics in Fiction**

**ENGL 6352 Topics in Drama**

**ENGL 6353 Topics in Poetry**

**ENGL 6354 Topics in Non-Fiction**

**ENGL 6357 Writing Center Theory and Practice**



**ENGL 6360 Topics in Film and Media**  
**ENGL 6369 Studies in a Major Author**  
**ENGL 6372 Rhetoric and Composition**  
**ENGL 6377 History of Poetics**  
**ENGL 6390 Directed Reading**  
**ENGL 6391 Contract Study**  
**ENGL 6399 Thesis or Article Research**

## **Finance**

**FINA 6320 Financial Management**  
**FINA 6322 Management of Financial Institutions**  
**FINA 6325 Financial Derivatives I**  
**FINA 6327 Portfolio Theory & Management**  
**FINA 6328 Contemporary Issues in Financial Management**  
**FINA 6330 International Finance**  
**FINA 6331 Energy Finance**  
**FINA 6389 Selected Topics in Finance**  
**FINA 6391 Contract Study in Finance**

## **Geology**

**GEOL 6170 Graduate Workshop**  
**GEOL 6301 Sedimentary Organic Matter**  
**GEOL 6302 SOM Research Methods**  
**GEOL 6303 Scientific Communication**

**GEOL 6305 Advanced Structural Geology and Tectonics**

**GEOL 6307 Carbonate Petrology, Petrography, and Diagenesis**

**GEOL 6308 Carbonate Depositional Systems and Sequence Stratigraphy**

**GEOL 6309 Sequence Stratigraphy**

**GEOL 6311 Clastic Petrology, Petrography, and Diagenesis**

**GEOL 6312 Clastic Depositional Systems and Sequence Stratigraphy**

**GEOL 6314 Micropaleontology**

**GEOL 6317 Geology of the Permian Basin**

**GEOL 6318 Oceanography**

**GEOL 6321 3D Seismic Interpretation**

**GEOL 6322 Prospect Evaluation**

**GEOL 6323 Quantitative Interpretation**

**GEOL 6331 Hydrogeology**

**GEOL 6332 Contaminant Hydrology**

**GEOL 6333 Environmental Hydrogeology**

**GEOL 6333 Environmental Hydrogeology**

**GEOL 6335 Arid-Lands Hydrology**

**GEOL 6344 Advanced Ore Deposits**

**GEOL 6346 Petroleum Geology of the Permian Basin**

**GEOL 6347 Subsurface Methods**

**GEOL 6348 Petroleum Geology**

**GEOL 6349 Exploration and Production Logging**

**GEOL 6350 Exploration Methods**

**GEOL 6355 Thermodynamics of Geologic Processes**

**GEOL 6357 Volcanology**

**GEOL 6358 Advanced Geochemistry**

**GEOL 6389 Scientific Communication**

**GEOL 6389 Selected Topics**

**GEOL 6699 Master's Thesis**

## **History**

**HIST 6301 Industrial Revolutions**

**HIST 6302 Democratization**

**HIST 6306 Topics in African History**

**HIST 6319 Topics in Latin American History**

**HIST 6335 Topics in Modern Germany**

**HIST 6336 Third Reich and Holocaust**

**HIST 6339 Topics in World History**

**HIST 6342 Topics in Early America**

**HIST 6344 Civil War**

**HIST 6345 Reconstruction**

**HIST 6346 Progressive Era**

**HIST 6347 Topics in 20th Century America**

**HIST 6350 Topics in Texas**

**HIST 6354 Chicano/a History**

**HIST 6355 American South**

**HIST 6366 Civil Rights Movement**

**HIST 6367 Race in America and South Africa**

**HIST 6370 American Petroleum Industry**

**HIST 6376 American Women's History**

**HIST 6379 Studies in American History**

**HIST 6391 Contract Study**

**HIST 6399 Master's Thesis**

## **Kinesiology**

**KINE 6310 Statistics**

**KINE 6312 Research Methods**

**KINE 6320 Advanced Sport Psychology**

**KINE 6322 Applied Sport Psychology**

**KINE 6323 Advanced Psychology of Exercise**

**KINE 6340 Sport and Society**

**KINE 6360 Advanced Exercise Physiology**

**KINE 6361 Exercise Physiology Laboratory Methods-Procedures**

**KINE 6362 Training and Conditioning Methods**

**KINE 6363 Methods and Procedures for Coronary Heart Disease Risk Detection and Reduction**

**KINE 6364 Heat Stress and Exercise**

**KINE 6370 Applied Biomechanics**

**KINE 6380 Analysis of Teaching and Coaching Behavior**

**KINE 6381 Curricular Innovations**

**KINE 6382 Administration of Physical Education and Athletics**

**KINE 6389 Selected Topics**

**KINE 6391 Contract Study**

**KINE 6392 Practicum**

**KINE 6398 Master's Project**

**KINE 6399 Master's Thesis**

## **Kinesiology Online**

**KINO 6326 Motor Learning and Control**

**KINO 6340 History and Philosophy**

**KINO 6354 Early Childhood Physical Activity**

**KINO 6356 Issues in Adapted Physical Activity**

## **Management**

**MNGT 6301 Legal Environment of Business**

**MNGT 6303 Analytical Models for Decision-Making**

**MNGT 6305 Energy Technology Management**

**MNGT 6311 Information System Management**

**MNGT 6312 Human Resource Management**

**MNGT 6315 Organization Development and Change**

**MNGT 6317 Advanced Professional Communication for Business**

**MNGT 6320 Production & Operation Management**

**MNGT 6324 Energy Law**

**MNGT 6360 Organizational Behavior**

**MNGT 6361 Business Research Methods**

**MNGT 6366 Strategic Management**

**MNGT 6370 International Entrepreneurship**

**MNGT 6389 Selected Topics in Management**

**MNGT 6391 Contract Study in Management**

**MNGT 6398 Master's Project**

**MNGT 6399 Master's Thesis**

## **Marketing**

**MRKT 6301 International Business**

**MRKT 6302 Marketing Analytics**

**MRKT 6309 Global Energy Business**

**MRKT 6310 Marketing Management**

**MRKT 6312 Consumer Decision Processes**

**MRKT 6314 International Marketing**

**MRKT 6316 Marketing Research**

**MRKT 6389 Selected Topics in Marketing**

**MRKT 6391 Contract Study in Marketing**

## **Master of Public Administration**

**MPAL 6301 Public Leadership and Ethics**

**MPAL 6302 Organizational Leadership and Administration**

**MPAL 6303 Analytical Techniques**

**MPAL 6304 Public Budgeting**

**MPAL 6305 Public Personnel Administration**

**MPAL 6310 Local Government Administration**

**MPAL 6320 Public Policy**

**MPAL 6350 Democracy and Political Leadership**

**MPAL 6370 Conflict Mediation**

**MPAL 6380 Financial Management for Public and Nonprofit Organizations**

**MPAL 6381 Issues in Health and Human Services Policy and Management**

**MPAL 6382 Innovation in Public & Nonprofit Organizations**

**MPAL 6389 Selected Topics**

**MPAL 6390 Applied Research Project**

**MPAL 6391 Contract Study**

**MPAL 6395 Internship**

## **Mathematics**

**MATH 6300 History of Mathematics**

**MATH 6301 Statistics**

**MATH 6305 Bio Analytics**

**MATH 6310 Algebraic Structures for Teachers**

**MATH 6311 Geometry for Teachers**

**MATH 6312 Problem Solving for Secondary Teachers**

**MATH 6313 Concept of Size: Theory and Practice for Teachers**

**MATH 6315 Principles of Algebra**

**MATH 6317 Advanced Linear Algebra**

**MATH 6325 Number Theory**

**MATH 6328 Discrete Models**

**MATH 6329 Continuous Models**

**MATH 6332 Combinatorics**

**MATH 6333 Applied Probability**

**MATH 6350 Topics in Geometry**

**MATH 6360 Principles of Analysis**

**MATH 6361 Complex Variables**

**MATH 6389 Selected Topics**

**MATH 6389 Special Topics in Mathematics**

**MATH 6391 Contract Study in Mathematics**

**MATH 6398 Masters Project**

**MATH 6399 Masters Thesis**

## **Mathematics Education**

**MTED 6381 Curriculum Development and Assessment for Secondary Teachers**

**MTED 6382 Mentoring/Leadership for Secondary Teachers**

**MTED 6383 Integrating Technology for Secondary Teachers**

## **Psychology**

**PSYC 6302 Research Methodology**

**PSYC 6304 Advanced Statistics: Analysis of Variance**

**PSYC 6305 Ethical/Professional Foundations & Cognitive Treatment**

**PSYC 6306 Advanced Psychopathology and Pharmacology**

**PSYC 6307 Addictions Counseling**

**PSYC 6312 Group Psychotherapy**



**PSYC 6314 Advanced Statistics: Regression**

**PSYC 6321 Psychopathology**

**PSYC 6322 Current Psychotherapies**

**PSYC 6323 Individual Psychotherapy Skills**

**PSYC 6324 Advanced Ethical and Professional Issues**

**PSYC 6325 Counseling Children, Adolescents, and Families**

**PSYC 6341 Lifespan Development Social and Personality**

**PSYC 6350 Intellectual Assessment**

**PSYC 6351 Personality Assessment**

**PSYC 6360 Psychology of Religion**

**PSYC 6371 Advanced Social Psychology**

**PSYC 6372 Multicultural Counseling**

**PSYC 6375 Psychology and the Law**

**PSYC 6378 Career Counseling and Development**

**PSYC 6381 Trauma, Crisis, and Grief Counseling**

**PSYC 6389 Selected Topics**

**PSYC 6391 Independent Research/Directed Research**

**PSYC 6392 Practicum**

**PSYC 6395 Seminar on Selected Topics**

**PSYC 6398 Master's Project**

**PSYC 6399 Master's Thesis**

## **Spanish**

**SPAN 6300 Literary Criticism and Research Methods**

**SPAN 6311 Spanish Translation**

**SPAN 6314 Advanced Phonetics**

**SPAN 6321 History of the Spanish Language**

**SPAN 6322 Contemporary Mexican Literature**

**SPAN 6331 New World, Peninsular, and Spanish Dialectology**

**SPAN 6333 Spanish Romanticism and Realism**

**SPAN 6342 20th Century Spanish-American Prose**

**SPAN 6343 20th Century Spanish-American Poetry**

**SPAN 6352 Mexican-American Literature**

**SPAN 6353 Novelists of Post-War Spain**

**SPAN 6360 Spanish Literature in the Middle Ages**

**SPAN 6361 Spanish Literature in the Golden Age**

**SPAN 6364 Spanish Literature 1898-1936**

**SPAN 6389 Selected Topics**

**SPAN 6390 Directed Readings**

**SPAN 6399 Master's Thesis**

## **Special Education**

**EDSP 6315 Parent Involvement in Young Children with Autism Spectrum Disorder**

**EDSP 6339 Foundations of Special Education**

**EDSP 6340 Current Trends in Programs and Services**

**EDSP 6341 Behavior Management and Social Skills**

**EDSP 6343 Programs and Practices for Exceptional Learners**

**EDSP 6344 Methods for Teaching Exceptional Learner**

**EDSP 6345 Transition Programming for Exceptional Learners**

**EDSP 6346 Foundation and Legal Aspects of Special Education**

**EDSP 6347 Characteristics of ASD and Developmental Disorders**

**EDSP 6348 Curriculum and Instruction for Autism Spectrum Disorder**

**EDSP 6349 Autism Across the Lifespan**

**EDSP 6351 Assessment of Autism Spectrum Disorder**

**EDSP 6352 Technology and School Change**

**EDSP 6386 Learning Theory & Assessment**

**EDSP 6392 Practicum: Diagnostician**

**EDSP 6393 Practicum: Autism/Developmental Disabilities**

**EDSP 6394 Cognitive Assessment**

**EDSP 6395 Seminar: Professional Practice**

**EDSP 6397 Research in Special Education**

**EDSP 6398 Master's Study**