

# THE UNIVERSITY OF TEXAS PAN AMERICAN



## 2009-2011 GRADUATE CATALOG



# The University of Texas-Pan American 2009 - 2011 Graduate Catalog

The University of Texas-Pan American is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033, telephone 404/679-4501) to award bachelor's, master's and doctoral degrees. These programs are separately accredited or approved by the:

Accreditation Council for Occupational Therapy Education (ACOTE)-  
American Occupational Therapy Association

The Association to Advance Collegiate Schools of Business (AACSB International)

American Chemical Society

Commission on Accreditation for Dietetics Education (CADE)

American Speech-Language-Hearing Association (ASHA)

Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA)

Commission for Collegiate Nursing Education  
Board of Nurse Examiners for the State of Texas

American Association of Colleges of Nursing (AACN)

The Council on Rehabilitation Education (CORE)

The Council on Social Work Education (CSWE)

Engineering Accreditation Commission of the  
Accreditation Board for Engineering and Technology (ABET)

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

National Association of Schools of Theatre (NAST)

State Board for Educator Certification (SBEC)

Texas Education Agency (TEA)

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA)

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American Association of State Colleges and Universities  
American Council on Education  
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Conference of Southern Graduate Schools  
Council for Advancement and Support of Education  
Council of Graduate Schools  
Hispanic Association of Colleges and Universities

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The University of Texas-Pan American reserves the right to withdraw courses at any time, to change fees or tuition, calendar, curriculum, degree requirements, graduation procedures and any other requirements affecting students. Changes will become effective whenever officially implemented by proper authorities and will apply to both prospective students and those already enrolled.

## Non-Discrimination Policy Statement

The University of Texas-Pan American declares and reaffirms a policy of administering all of its educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's or prospective student's race, color, religion, sex, national origin, age, veteran status, disability or other characteristics that lawfully cannot be the basis for provision of such services. These programs, services and benefits include, but are not limited to, admission, class assignments, scholarships and other financial and employment assistance, counseling, physical education and recreational services, and the membership practices of registered student organizations.

Pursuant to this policy statement, The University of Texas-Pan American will undertake a continuing program

of compliance with all federal, state and local laws relating to equal educational opportunity and affirmative action, specifically those addressing the obligations of the institution under Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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 component institutions on the basis of race, color, national origin, religion, sex, age, veteran status, disability, or sexual orientation.

Inquiries or complaints may be directed to the immediate supervisor or to the compliance officer in Room 5.101, Student Services Building, telephone 956/381-2121; the chair of the department; or the dean of students in Room 104, University Center, telephone 956/381-2260. Inquiries concerning ADA should be directed to the coordinator of services for persons with disabilities in Room 100, Emilia Schunior Ramirez Hall, telephone 956/316-7005.

Individuals who believe they have been discriminated against in violation of any of the non-discrimination policies may, after an initial interview with the appropriate compliance officer named above, initiate grievance proceedings in accordance with the provisions and procedures stipulated under "Student Complaint Procedures" and "Grievance Policy for Complaints Concerning Discrimination on the Basis of Disability" found in the University's Handbook of Operating Procedures.

Individuals are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation.

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# Calendar

## 2009-2011

Dates and deadlines for applications for student loans, scholarships or other financial aid are set in Student Financial Services and are listed in the Financial Assistance section of this catalog.

For ACT, TSI, GRE, GMAT and other test information, contact the University Testing Center at 956/292-7584, ext. 7585, or e-mail: testing@utpa.edu.

Registration for any given semester begins in the preceding semester. For example, registration for the fall semester for currently enrolled students and for new students who meet the early application deadline will begin in the spring.

NOTE: For financial aid purposes, the miniterm will be processed as part of summer I, and all summer I deadlines apply.

### Fall 2009

April 6, 2009, Monday (tentative)

ASSIST registration (Web) begins by appointment for fall 2009.

April 17, 2009, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for December 2009 graduation.

August 28, 2009, Friday

Housing move-in begins at 9 a.m.  
Cafeteria is open for lunch and dinner.

August 31, 2009, Monday

First day of classes.

September 7, 2009, Monday

Labor Day holiday, no classes, campus closed.  
Cafeteria is open.

September 16, 2009, Wednesday

Twelfth class day, census date.  
Courses dropped by this date do not count toward six course-drop limit.

September 18, 2009, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for May 2010 graduation.

September 29, 2009, Tuesday

Last day to change to non-credit.

November 2, 2009, Monday (tentative)

ASSIST registration (Web) begins by classification for Spring 2010.

November 12, 2009, Thursday

Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded.  
After this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

November 26-28, 2009, inclusive

Thanksgiving holiday, no classes.  
Cafeteria is closed Thursday through Saturday.

November 29, 2009, Sunday

Residence Halls reopen at noon.  
Cafeteria is open for dinner only.

December 4, 2009, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for July 2010 graduation.

December 10-11, 2009, inclusive

Study days, no classes or final examinations.

December 12-18, 2009, inclusive

Fall semester final examinations.

December 18, 2009, Friday

Residence Halls close at 6 p.m.  
Cafeteria is open for breakfast and lunch only.

December 19, 2009, Saturday

Commencement exercises.

December 21, 2009, Monday

Fall final grades to be entered by faculty no later than 3 p.m.

### Spring 2010

September 18, 2009, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for May 2010 graduation.

November 1, 2009 Sunday

Admission application and document deadline for international students.

November 2, 2009, Monday (tentative)

ASSIST registration (Web) begins by classification for Spring, 2010.

January 3, 2010, Sunday

Admission application and document deadline for late registration. Applications received after this deadline will be processed for the next semester.

January 12, 2010, Tuesday  
Housing move-in begins at noon.  
Cafeteria is open for dinner only.

January 18, 2010, Monday  
Martin Luther King Jr. Day holiday, no classes, campus closed.

January 19, 2010, Tuesday  
First day of classes.

January 22, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for August 2010 graduation.

February 3, 2010, Wednesday  
Twelfth class day, census date.  
Courses dropped by this date do not count toward six course-drop limit.

February 17, 2010, Wednesday  
Last day to change course to non-credit.

March 12, 2010, Friday  
Residence Halls close for Spring Break at 6 p.m.  
Cafeteria is open for breakfast and lunch only.

March 18-20, 2010, inclusive  
Cafeteria is closed.

March 15-20, 2010, inclusive  
Spring Break, no classes.

March 21, 2010, Sunday  
Residence Halls reopen at noon.  
Cafeteria is open for dinner only.

April 2-3, 2010, inclusive  
Easter holiday, no classes.

April 5, 2010, Monday (tentative)  
ASSIST registration (Web) begins by appointment for Fall, Miniterm, Summer I, and Summer II 2010.

April 9, 2010, Friday  
Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded.  
After this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

April 16, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for December 2010 graduation.

May 6-7, 2010, inclusive  
Study days, no classes or final examinations permitted.

May 8-14, 2010, inclusive  
Second semester final examinations.

May 14, 2010, Friday  
Residence Halls close at 6 p.m.  
Cafeteria is open for breakfast and lunch only.

May 15, 2010, Saturday  
Commencement exercises.

May 17, 2010, Monday  
Final grades to be entered by faculty no later than 3 p.m.

## Miniterm 2010

May 16, 2010, Sunday  
Housing move-in begins at 9 a.m.

May 17, 2010, Monday  
First day of classes.

May 18, 2010, Tuesday  
Second class day, census date.  
Courses dropped by this date do not count toward six course drop limit.

May 27, 2010, Thursday  
Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded. After this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

May 31, 2010, Monday  
Memorial Day holiday, no classes, campus closed.

June 2, 2010, Wednesday  
Last class day for miniterm.

June 3, 2010, Thursday  
Study day, no classes or final examinations.

June 4, 2010 Friday  
Miniterm final examinations.  
Residence Halls close at 6 p.m.

June 7, 2010, Monday  
Miniterm final grades to be entered by faculty no later than 3 p.m.

August 21, 2010, Saturday  
Commencement exercises.

## Summer I 2010

December 4, 2009, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for July 2010 graduation.

April 5, 2010, Monday (tentative)  
ASSIST registration (Web) begins by classification for fall, miniterm, summer I, and summer II 2010.

June 6, 2010, Sunday  
Housing move-in begins at 9 a.m.

June 7, 2010, Monday  
First day of classes for summer I classes.

June 10, 2010, Thursday  
Fourth class day, census date.  
Courses dropped by this date do not count toward six course-drop limit.

June 16, 2010, Wednesday  
Last day to drop to change course to non-credit.

July 1, 2010, Thursday  
Last day to drop a course or to withdraw from the University with a grade of "DR" or "W" recorded; after this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

July 4, 2010, Sunday  
Fourth of July.

July 9, 2010, Friday  
Last day of classes.

July 12, 2010, Monday  
Summer I final examinations.  
Residence Halls close at 6 p.m.  
Cafeteria open for breakfast and lunch only.

July 14, 2010, Wednesday  
Summer I final grades to be entered by faculty no later than 3 p.m.

August 21, 2010, Saturday  
Commencement exercises.

## Summer II 2010

January 22, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for August 2010 graduation.

April 5, 2010, Monday (tentative)  
ASSIST registration (Web) begins by classification for fall, miniterm, summer I, and summer II 2010.

July 9, 2010, Friday  
Housing move-in begins at 9 a.m.

July 14, 2010, Wednesday  
First day of classes.

July 19, 2010, Monday  
Fourth class day, census date.  
Courses dropped by this date do not count toward six course drop limit.

July 23, 2010 Friday  
Last day to change course to non-credit.

August 6, 2010, Friday  
Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded. After this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

August 17, 2010, Tuesday  
Last day of classes.

August 18, 2010, Wednesday  
Study Day, no classes or final examinations.

August 19, 2010, Thursday  
Summer II final examinations.  
Residence Halls close at 6 p.m.  
Cafeteria open for breakfast and lunch only.

August 20, 2010 Friday  
Final grades to be entered by faculty no later than 5 p.m.

August 21, 2010, Saturday  
Commencement exercises.

## Summer III 2010 10-week Session

June 7, 2010, Monday  
First day of classes for Summer III classes.

June 15, 2010, Tuesday  
Seventh class day, census date.  
Courses dropped by this date do not count toward six course drop limit.

July 3-5, 2010, inclusive  
Midterm break and Fourth of July holiday, no classes for Summer III courses.

July 28, 2010, Wednesday  
Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded. After this date student remains enrolled in course(s) and receive whatever letter grade he/she earns.

August 16, 2010, Monday  
Last class day for Summer III.

August 17, 2010, Tuesday  
Study Day, no classes, no final examinations.

August 18, 2010, Wednesday  
Summer III final examinations.

August 19, 2010, Thursday  
Summer III final grades to be entered by faculty not later than 5:00p.m.

August 21, 2010, Saturday  
Commencement exercises.

## Fall 2010

April 5, 2010, Monday (tentative)  
ASSIST registration (Web) begins by classification for Miniterm, Summer I, Summer II, Summer III, and Fall 2010.

April 16, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for December 2010 graduation.

August 27, 2010, Friday  
Housing move-in begins at 9 a.m.  
Cafeteria is open for lunch and dinner.

August 30, 2010, Monday  
First day of classes.

September 6, 2010, Monday  
Labor Day holiday, no classes, campus closed.  
Cafeteria is open.

September 15, 2010, Wednesday  
Twelfth class day, census date.  
Courses dropped by this date do not count toward six course-drop limit.

September 17, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for May 2011 graduation.

September 28, 2010, Tuesday  
Last day to change course to non-credit.

November 1, 2010, Monday (tentative)  
ASSIST registration (Web) begins by appointment for Spring 2010.

November 11, 2010, Thursday  
Last day to drop courses or withdraw from the University with a grade of "DR" or "W" recorded.  
After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

November 24, 2010, Wednesday  
Residence Halls close at 6 p.m.  
Cafeteria is open for breakfast and lunch only.

November 25-27, 2010, inclusive  
Thanksgiving holiday, no classes.  
Cafeteria is closed Thursday through Saturday.

November 28, 2010, Sunday  
Residence Halls reopen at noon.  
Cafeteria is open for dinner only.

December 3, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for July 2011 graduation.

December 9-10, 2010, inclusive  
Study days; no classes or final examinations.

December 11-17, 2010, inclusive  
Fall semester final examinations.

December 17, 2010, Friday  
Residence Halls close at 6 p.m.  
Cafeteria is open for breakfast and lunch only.

December 18, 2010, Saturday  
Commencement exercises.

December 20, 2010, Monday  
Fall final grades to be entered by faculty no later than 3 p.m.

## Spring 2011

September 17, 2010, Friday  
Deadline to file Application for Degree Form with the Office of the Registrar for May 2011 graduation.

November 1, 2010, Monday (tentative)

1. ASSIST registration (Web) begins by appointment for Spring 2011.
2. Admission application and document deadline for international students.

January 3, 2011, Monday  
Admission application and document deadline for late registration. Applications received after this deadline will be processed for the next semester.

January 15, 2011, Saturday  
Housing move-in begins at noon.  
Cafeteria is open for dinner only.

January 17, 2011, Monday  
Martin Luther King Jr. Day holiday, no classes, campus closed.

January 18, 2011, Tuesday  
First day of classes.

January 21, 2011, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for August 2011 graduation.

February 2, 2011, Wednesday

Twelfth class day, census date.

Courses dropped by this date do not count toward six course-drop limit.

February 16, 2011, Wednesday

Last day to change a course to non-credit.

March 11, 2011, Friday

Residence Halls close for Spring Break at 6 p.m.

Cafeteria is open for breakfast and lunch only.

March 12-19, 2011, inclusive

Cafeteria is closed.

March 14-19, 2011, inclusive

Spring Break, no classes.

March 20, 2011, Sunday

Residence Halls reopen at noon.

Cafeteria is open for dinner only.

April 4, 2011, Monday (tentative)

ASSIST registration (Web) begins by appointment for Miniterm, Summer I, Summer II, Summer III, and Fall 2008.

April 8, 2011, Friday

Last day to drop courses or withdraw from the

University with a grade of "DR" or "W" recorded.

After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

April 15, 2011, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for December 2011 graduation.

April 22-23, 2011, inclusive

Easter holiday, no classes.

May 5-6, 2011, inclusive

Study days, no classes or final examinations.

May 7-13, 2011, inclusive

Second semester final examinations.

May 13, 2011, Friday

Residence Halls close at 6 p.m.

Cafeteria is open for breakfast and lunch only.

May 14, 2011, Saturday

Commencement exercises.

May 16, 2011, Monday

Final grades to be entered by faculty no later than 3 p.m.

## Miniterm 2011

May 15, 2011, Sunday

Housing move-in begins at 9 a.m.

May 16, 2011, Monday

First day of classes for Miniterm.

May 17, 2011, Tuesday

Second class day, census date.

Courses dropped by this date do not count toward six-course drop limit.

May 27, 2011, Friday

Last day to drop courses or withdraw from the

University with a grade of "DR" or "W" recorded.

After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

May 30, 2011, Monday

Memorial Day holiday, no classes, campus closed.

June 1, 2011, Wednesday

Last class day for Miniterm.

June 2, 2011, Thursday

Study day, No classes or final examinations.

June 3, 2011, Friday

Miniterm final examinations.

Residence Halls close at 6 p.m.

June 6, 2011, Monday

Miniterm final grades to be entered by faculty no later than 3 p.m.

August 20, 2011, Saturday

Commencement exercises.

## Summer I 2011

December 3, 2010, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for July 2011 graduation.

April 4, 2011, Monday (tentative)

ASSIST registration (Web) begins by appointment for Miniterm, Summer I, Summer II, Summer III, and fall 2011.

June 5, 2011, Sunday

Housing move-in begins at 9 a.m.

June 6, 2011, Monday

First day of classes for Summer I classes.

June 9, 2011, Thursday

Fourth class day, census date.

Courses dropped by this date do not count toward six course drop limit.

June 15, 2011, Wednesday

Last day to change course to non-credit.

June 30, 2011, Thursday

Last day to drop courses or withdraw from the University with a grade of "DR" or "W" recorded. After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

July 4, 2011, Monday

Fourth of July holiday, no classes, campus closed.

July 8, 2011, Friday

Last class day for Summer I.

July 11, 2011, Monday

Summer I final examinations.  
Residence Halls close at 6 p.m.  
Cafeteria opens for breakfast and lunch only.

July 12, 2011, Tuesday

Summer I final grades to be entered by faculty no later than 3 p.m.

August 20, 2011, Saturday

Commencement exercises.

## Summer II 2011

January 21, 2011, Friday

Deadline to file Application for Degree Form with the Office of the Registrar for August 2011 graduation.

April 4, 2011, Monday (tentative)

ASSIST registration (Web) begins by appointment for Miniterm, Summer I, Summer II, Summer III, and Fall 2011.

July 12, 2011, Tuesday

Housing move-in begins at 9 a.m.

July 13, 2011, Wednesday

First day of classes for Summer II.

July 18, 2011, Monday

Fourth class day, census date.  
Courses dropped by this date do not count toward six course drop limit.

July 22, 2011, Friday

Last day to change course to non-credit.

August 5, 2011, Friday

Last day to drop courses or withdraw from the University with a grade of "DR" or "W" recorded.

After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

August 16, 2011, Tuesday

Last day of classes.

August 17, 2011, Wednesday

Study day, no classes or final examinations.

August 18, 2011, Thursday

Summer II final examinations.  
Residence Halls close at 6 p.m.  
Cafeteria open for breakfast and lunch only.

August 19, 2011, Friday

Final grades to be entered by faculty no later than 3 p.m.

August 20, 2011, Saturday

Commencement exercises.

## Summer III 2011 10 week Session

June 6, 2011, Monday

First day of classes for Summer III classes.

June 14, 2011, Tuesday

Seventh class day, official census date.

Courses dropped by this date do not count toward six course drop limit.

July 4-5, 2011, inclusive

Midterm break and Fourth of July holiday, no classes for Summer III courses.

July 27, 2011 Wednesday

Last day to drop a course or withdraw from the University with a grade of "DR" or "W" recorded. After this date student remains enrolled in course(s) and receive whatever letter grade(s) he/she earns.

August 15, 2011 Monday

Last class day for Summer III.

August 16, 2011, Tuesday

Study day, no classes or final examinations.

August 17, 2011, Wednesday

Summer III final examinations.

August 18, 2011, Thursday

Summer III final grades to be entered by faculty not later than 5 p.m.

August 20, 2011, Saturday

Commencement exercises.

# The University of Texas Pan American

## Overview

The University of Texas-Pan American is a comprehensive, public coeducational institution located in Edinburg, Texas, close to the Mexican border and Gulf of Mexico.

### Mission

The University of Texas-Pan American serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

### Vision

The University of Texas-Pan American is the premier learner-centered research institution in the state of Texas. We actively engage businesses, communities, cultural organizations, educational organizations, health providers and industry to find solutions to civic, economic, environmental and social challenges through inquiry and innovation.

### Values

- We value ethical conduct based on honesty, integrity, and mutual respect in all interactions and relationships.
  - We value student access to higher education, recognizing their diversity and needs.
  - We value student success fostered through the commitment of faculty and staff.
  - We value a diversity of perspectives, experiences, and traditions as essential components of a quality education.
  - We value curiosity, exploration, inquiry, innovation, creativity, and an entrepreneurial spirit.
- We value collaboration with internal and external constituent groups.
- We value active involvement in shared governance, consensus-building, teamwork, and open communication.
  - We value our relationship as a united community of scholars, students, and staff, enriching each other's work and lives through our commitment to the advancement of UTPA.

### Goals

- Provide students a quality educational experience that enables them to complete their educational goals in a timely fashion.
- Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.
- Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.
- Collaborate with P-12 schools to enlarge the pool of applicants who are personally prepared and academically qualified for higher education.
- Infuse Inter-American and global perspectives throughout the University community.
- Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

### University History

The University of Texas-Pan American has a rich tradition of educational service and community engagement. In the past eight decades it has undergone six name changes, all reflecting growth, achievement and success.

- |                  |  |
|------------------|--|
| <b>1927-1933</b> | <b>Edinburg College</b> was founded as a two-year community college governed by the Edinburg School District. The original building housed 200 students and today is listed as a historical site in the city of Edinburg, the county seat for Hidalgo County.  |
| <b>1933-1948</b> | <b>Edinburg Junior College</b> , as the only institution of higher learning in South Texas, experienced rapid growth in its early years prompting administrators to pursue the first name change.  |
| <b>1948-1952</b> | <b>Edinburg Regional College</b> was moved from the original four-acre site to 186-acre campus a few blocks west. During the 1950s and 1960s the campus was purchased in parcels at a cost of \$677,000.   |
| <b>1952-1971</b> | <b>Pan American College</b> made its transformation from a junior college to a four-year university in the early 1950s. The name Pan American was selected to reflect the institution's desire to bridge the cultures of North and South America and to reflect the cultural and ethnic diversity of the university. |

**1971-1989** Pan American University saw the student population diversify during the 1970s reflecting a predominantly Mexican-American population. *The Wall Street Journal* article credited Dr. Miguel Nevárez with creating a Hispanic middle class for the South Texas region.

**1989-Present** The University of Texas-Pan American was established in 1989 after the successful and historic merger of Pan American University with The University of Texas System. Today UTPA is one of the fastest growing universities in the UT System with a current enrollment of 17,500 students. The institution is poised to become a learner-centered doctoral research institution.

## The Students

UT Pan American has one of the largest enrollments of Hispanic students among four-year colleges and universities in the United States. About 86 percent of the undergraduate students are Mexican-American, reflecting the demographic characteristics of the immediate region, the Rio Grande Valley.

In May 2008, *The Hispanic Outlook in Higher Education* reported that UTPA is second in the nation in the number of bachelor's degrees awarded to Hispanics and first in the state of Texas.

Enrollment in fall 2008 was 17,534. According to the Texas Higher Education Coordinating Board's "Closing the Gaps" target, the University will have a fall enrollment of 20,000 students by the year 2015.

## Degrees and Programs

UT Pan American's six academic colleges—Arts and Humanities, Business Administration, Education, Health Sciences and Human Services, Science and Engineering, and Social and Behavioral Sciences—offer a wide range of degree options encompassing a comprehensive series of academic concentrations and selected areas of professional study.

## Graduate Degrees

### DOCTORAL DEGREES

College of Business Administration  
Business Administration (Ph.D.)

College of Education  
Educational Leadership (Ed.D.)

College of Health Sciences and Human Services  
Rehabilitation Counseling (Ph.D.)  
Pharmacy (Pharm.D.) in cooperation with  
The University of Texas at Austin

### MASTER'S DEGREES

College of Arts and Humanities  
Art (MFA)  
Communication (MA)  
Creative Writing (MFA)  
English (MA)  
English as a Second Language (MA)  
History (MA)  
Music (MM)  
Spanish (MA)  
Theatre (MA)  
Master of Arts in Interdisciplinary Studies (MAIS)  
Concentrations in  
English  
History  
Music  
Spanish

College of Business Administration  
Business Administration (MBA)  
Accountancy (MACC)  
Accounting (MSA)

College of Education  
Bilingual Education (MEd)  
Early Childhood Education (MEd)  
Educational Administration (MEd)  
Educational Diagnostician (MEd)  
Educational Leadership (EdD)  
Elementary Education (MEd)  
Gifted and Talented Education (MEd)  
Guidance and Counseling (MEd)  
Kinesiology (Physical Education) (MS)  
Reading (MEd)  
Secondary Education (MEd)  
School Psychology (MA)  
Special Education for the Culturally  
and Linguistically Diverse Learner (MEd)

College of Health Sciences and Human Services  
Adult Health Nursing (MSN)  
Communication Sciences and Disorders (MS)  
Family Nurse Practitioner (MSN)  
Occupational Therapy (MS)  
Pediatric Nurse Practitioner (MSN)  
Physician Assistant Studies (MPAS)  
Rehabilitation Counseling (MS)  
Social Work (MSSW)

College of Science and Engineering  
Biology (MS)  
Chemistry (MS)  
Computer Science (MS)  
Engineering (MSE)  
Electrical  
Manufacturing  
Mechanical  
Engineering Management  
Information Technology (MSIT)

Mathematical Science (MS)  
 Mathematics Teaching (MS)  
 Master of Science in Interdisciplinary Studies (MSIS)  
     Chemical Education  
     Physics

College of Social and Behavioral Sciences  
 Criminal Justice (MSCJ)  
 Clinical Psychology (MA)  
 Experimental Psychology (MA)  
 Public Administration (MPA)  
 Sociology (MS)  
 Master of Arts in Interdisciplinary Studies (MAIS)  
     Concentrations in  
       Anthropology  
       Global Security Studies and Leadership

## Certification Programs

College of Education

Graduate Teacher Education - Secondary Education  
 Graduate Teacher Education - Kinesiology

Department of Curriculum and Instruction  
 Reading Specialist

Department of Educational Psychology  
 Licensed Professional Counselor

Department of Educational Leadership  
 Principal's Credential  
 Superintendent's Credential

## Bachelor's Degrees

College of Arts and Humanities  
 Art (BA, BFA)  
 Communication  
     Communication Studies (BA)  
     Journalism (BA)  
     Theatre (BA)  
 Dance (BA)  
 English (BA)  
 French (BA)  
 History (BA)  
 Inter-American Studies  
     (Latin-American Studies) (BA)  
 Social Studies Composite 8-12 (BA)  
 Mexican-American Heritage (BA)  
 Music (BA, BM)  
 Philosophy (BA)  
 Spanish (BA)

College of Business Administration  
 Accounting (BBA)  
 Computer Information Systems (BBA)  
 Economics (BA, BBA)  
 Finance (BBA)

International Business (BBA)  
 Management (BBA)  
 Marketing (BBA)

College of Education  
 Health (BS)  
 Kinesiology (BS)  
 Interdisciplinary Studies (BIS)

College of Health Sciences and Human Services  
 Clinical Laboratory Sciences (BS)  
 Communication Sciences and Disorders (BS)  
 Dietetics (BS)  
 Nursing (BSN)  
 Physician Assistant Studies (BSPAS)  
 Rehabilitative Services (BS)  
 Rehabilitative Services — Addiction Studies (BS)  
 Rehabilitative Services — Deaf Studies (BS)  
 Social Work (BSW)

College of Science and Engineering  
 Biology (BS)  
 Chemistry (BS)  
 Computer Science (BS), (BSCS)  
 Computer Engineering (BSCMPE)  
 Electrical Engineering (BSEE)  
 Environmental Science (BS)  
 Interdisciplinary Studies (BIS)  
     Life Science 4-8  
     Mathematics 4-8  
 Manufacturing Engineering (BSMFGE)  
 Mathematics (BS)  
 Mechanical Engineering (BSME)  
 Physics (BS)

College of Social and Behavioral Sciences  
 Anthropology (BA)  
 Criminal Justice (BSCJ)  
 Political Science (BA)  
 Psychology (BA, BS)  
 Sociology (BA)

Interdisciplinary Bachelor's Degrees  
 Applied Arts and Sciences — Liberal Arts (BAAS)\*  
 Applied Arts and Sciences —  
     Business Technology (BAAS)\*  
 General Studies (BGS)\*

\* See the College of Social and Behavioral Sciences for information and advising.

Additional degree programs were being developed and approved at the time of publication.  
 Contact the Graduate School  
 or the Office of the Registrar  
 for information about these new opportunities.

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**The Graduate School**

The University of Texas-Pan American is committed to providing a quality graduate education for students that includes knowledge of the literature of the discipline and ongoing engagement in research and/or appropriate professional practice and training experiences.

The Graduate School provides centralized coordination of and administrative leadership for all graduate programs. It oversees the process from marketing to prospective students, extending offers of admission to the university, and enrollment to certification of degrees.

The responsibilities of the Graduate School are to review policies related to graduate education; oversee application of current and subsequent graduate policy; assure implementation of graduate policy; assist in the development of new graduate programs; serve as a consultant for changes in graduate programs; approve thesis and dissertation formats as prescribed at the program level; publish theses and dissertations; assure establishment of graduate assistantship guidelines; facilitate a system of graduate advisement; maintain records of graduate faculty; advise the Graduate Council on graduate faculty status and propose matters of policy to the Council; work with the Graduate Council and function as a liaison between the Council and the Provost; and develop and review the Graduate Catalog.

# Admission

## Philosophy

The University of Texas-Pan American is an equal opportunity educational institution. Under this philosophy, students are admitted to the University without regard to race, creed, color, sex, ethnic origin, religion, age, veteran status or disability.

## General Information

Admission requirements for graduate school are designed to admit students who have a high probability of success in graduate-level work at The University of Texas-Pan American. The University establishes minimum standards for admission to any graduate program.

Application to all graduate programs is made online through the Office of Graduate Studies at [www.utpa.edu/gradschool](http://www.utpa.edu/gradschool).

Graduate degree programs are housed in academic departments. Each department establishes its own admission standards entrance requirements in consultation with the University Graduate Council. Graduate program or departmental requirements are in addition to the requirements for admission to the Graduate School.

Normally, all undergraduate work must be satisfactorily completed prior to taking graduate courses or at least be completed during the first semester of enrollment in graduate courses.

Any student who would like to enroll in a graduate-level course (courses numbered 5000-9000) must apply and be accepted for graduate study at UT Pan American. Students accepted for graduate study are also eligible to enroll in undergraduate courses.

Admission procedures and criteria specific to the master's and doctoral programs are described in the relevant sections of this catalog.

## Important Contact Information

Office of Graduate Studies  
Administration Building, Room 116  
The University of Texas-Pan American  
1201 W. University Drive  
Edinburg, TX 78539-2999  
Telephone: 956/381-3661 or 956/381-2207

Office of Payments and Collections  
Student Services Building, Room 1.145  
The University of Texas-Pan American  
1201 W. University Drive  
Edinburg, TX 78539-2999  
Telephone: 956/381-2715

Office of the Registrar  
Student Services Building, Room 1.150  
The University of Texas-Pan American  
1201 W. University Drive

Edinburg, Texas 78539-2999  
Telephone: 956/381-2481

Student Financial Services  
Student Services Building, Room 1.192  
The University of Texas-Pan American  
1201 W. University Drive  
Edinburg, Texas 78539-2999  
Phone: 956/381-2501

UTPA Testing Center  
UTPA Annex Building  
2412 S. Closner  
Edinburg, TX 78539-2999  
Telephone 956/292-7585

ETS Testing Information  
[www.ets.org](http://www.ets.org)

## Application Deadlines

Complete application deadline information for graduate programs is available on the Graduate School website, [www.utpa.edu/gradschool](http://www.utpa.edu/gradschool). Please note that deadlines vary among the programs.

International students may have more restrictive deadlines as a result of visa processing requirements. Please refer to the dates listed in the catalog as well as the UT Pan American Graduate School and International Studies Web sites.

For late registration, the deadline is usually 30 days before the beginning of the semester. Specific deadline dates for each semester are listed in the Schedule of Class and in the University Calendar beginning on page six of this catalog.

## APPLICATION PROCESS

International students should refer to p. 18 for additional requirements.

In order to be admitted to a graduate program, the student must first meet all requirements for admission to the Graduate School of UT Pan American. Application for admission to the University must be submitted online. The application is available at [www.utpa.edu/gradschool](http://www.utpa.edu/gradschool). Once submitted, applicants can check the status of their applications online or by contacting the Graduate Office.

The application to graduate school consists of:

1. Application: Submitted online by the appropriate deadline.
2. Application Fee: Payment of the application fee of \$50 is submitted with the application. All application fees are non-refundable. For applicants to the Ph.D. in Business, the application fee is \$85.
3. Official Transcripts: Official college transcripts are required from each institution attended. The student is advised to request that the transcript(s) be sent directly to the

Graduate Office at the address listed on p. 16. If the applicant attended UT Pan American at any time, those official transcripts will be handled by the Graduate Studies office; however, the applicant is responsible for requesting official transcripts to be sent directly from all other institution(s).

4. Test Scores: GRE and GMAT test scores, if applicable, should be requested by the student to be sent directly to the Graduate School.

Each graduate program establishes its own admission standards in consultation with the University Graduate Council and may require additional documents which are submitted with the online application or submitted directly to the program office.

Official admission offers will be made only by the UT Pan American Graduate School and are valid only for the semester requested on the application. Students who are accepted but do not attend the semester requested on the application must submit an application for re-admission to enroll for a later semester. An additional application fee will be charged if the student reapplies more than one year from the semester originally requested. Some graduate programs may have additional requirements for delayed enrollment.

Failure to submit a complete/correct application and official transcripts from all institutions attended will result in one of the following: rejection of application, withdrawal of admission offer or disciplinary action including expulsion if the student is enrolled.

All submitted documents become the property of UT Pan American and will not be returned. Admission documents will remain on file for one year if the applicant does not attend the University. Documents will be retained for seven years for students enrolling in a master's level program and for 10 years for students enrolling in a doctoral program.

\*Transcripts must be sealed and sent directly from the institution to be considered official. Transcripts will be considered unofficial if they are hand delivered by the applicant or third party regardless if sealed by the institution.

## Admission Categories

### Graduate Degree-Seeking Students

A graduate degree-seeking student admitted into a specific degree program will be evaluated on a series of criteria created by both the University and the graduate program to which the applicant is applying and will be classified under one of the four admission classifications (see Admission Classifications pg. 19).

### Transfer Students

(Not applicable to doctoral students)

Students currently enrolled in graduate programs at other universities may apply to UT Pan American as transfer students to earn credit to transfer to the primary graduate school. To apply, the following must be submitted to the Graduate School:

1. A completed UT Pan American application and payment of the application fee.
2. A letter of approval for the enrollment from the dean of the graduate school or college to which the work will be transferred. This letter must be sent directly to the UT Pan American Graduate School.
3. Official transcript(s) of all graduate work.
4. An updated letter of approval is required each semester if the transfer period needed to complete the 12 hours exceeds one semester.

A graduate transfer student may enroll for a maximum of 12 graduate hours at UT Pan American.

### Graduate Non-degree Seeking Students

Students wanting to take graduate coursework for professional improvement must submit a graduate application online, pay the required fees and submit an official transcript showing the awarding of a bachelor's or higher degree. This must be sent to the UT Pan American Office of Graduate Studies directly from the awarding institution. Non-degree seeking students applying for certification related to education are required to have transcripts sent from all institutions attended

Registration as a non-degree seeking student in a master's course requires the permission of the graduate program director or the department chair. Registration in doctoral courses requires acceptance to a doctoral program and/or approval of the vice provost for Graduate Studies and may require additional documentation.

### International Students

An applicant is considered an international student if he or she is not a citizen of the United States or a permanent resident alien. Applicants who have permanent resident alien status do not apply as international students. All required documents must be on file in the Graduate School 90 days prior to the beginning of the semester for late registration or by the published application deadline for ASSIST telephone/Campus Pipeline/Web registration. International students must not only be accepted for graduate study, but must also submit the following:

1. International Student Application for Admission: This application requires official certification of sources of funds from the applicant.
2. Measurement of the English Language: Students whose native language is not English will be expected to provide test scores for either the Test of English as a Foreign Language (TOEFL) or the International English Language

Testing System (IELTS). Scores must be sent directly from the testing agency to the Graduate School. UT-Pan American will not accept residual TOEFL or IELTS exams taken at another institution. Students scoring below 500 on the TOEFL and below a 5.5 on the IELTS will not be eligible for admission. Students may make a written request to take an alternative English proficiency exam in place of the TOEFL or IELTS. This request must be approved by the UT Pan American Graduate School prior to consideration of the application.

3. English Translation of Educational Records: In addition to the official transcripts required for admission, an English translation must be included to allow for accurate interpretations. NOTE: See application.

4. Evaluation of Educational Records: In addition to providing a translated transcript, students must have their official transcript(s) evaluated by Foreign Credentials Service of American (FCSA). Additional information is available at [www.fcsa.biz](http://www.fcsa.biz) or 512/459-8428.

5. Proof of Mandatory Medical Insurance: Proof of medical insurance must be submitted to the Office of International Admissions and Services, Learning Assistance Center Room 156. The student will be billed if there is no proof of medical insurance. Please see insurance requirements on OIAS website.

#### ◆ Procedure after Admission for International Students — Issuance of I-20

Upon completion of the application process, admitted applicants will be issued an I-20 by the international student advisor, who is the University's designated official to report the status of international students to the Immigration and Naturalization Service. Students then present the I-20 to the American Consulate or embassy in their home country to obtain a visa. International students are required to report any change in status immediately to the international student advisor, located at the Learning Assistance Center 156.

. Visit [www.utpa.edu/oias](http://www.utpa.edu/oias) or call 956/381-2922 for information.

Duration: A non-immigrant student may be admitted for "duration of status." This means that the student is authorized to stay in the United States for the entire length of time during which the student is enrolled full-time in an educational program and any period of authorized practical training plus 60 days. While in the United States, the student must maintain a valid I-20, visa and a valid foreign passport unless exempt from passport/visa requirements.

School on Visa: For initial admission, the student must attend the school specified on the visa. If the student has a Form I-20 A-B from more than one school, it is important to have the name of the intended school specified on the visa by presenting a Form I-20 A-B from that school to the visa-issuing consular officer. Failure to attend the specified school will result in the loss of student status and subject the individual to deportation.

Re-entry: A non-immigrant student may be readmitted to the University after a temporary absence of five months

or less from the United States, if the student is admissible. The student may be readmitted by presenting a valid foreign passport, a valid visa and either a new Form I-20 A-B (the I-20 ID copy) properly endorsed for re-entry if the information on the I-20 form is current.

Transfer: A non-immigrant student is permitted to transfer to a different school provided that the transfer procedure is followed. To transfer to a different school, the student should first notify the school they are currently enrolled of the intent to transfer, and then obtain a SEVIS release form and an acceptance letter from the new school. Transfer will be in effect only if the student submits the SEVIS release form and the acceptance letter from the new school to the designated school official within 15 days of beginning attendance at the new school. The designated school official will then report the transfer to the Immigration and Naturalization Service.

Extension of Stay: If the student cannot complete the educational program after having been in student status for the anticipated length of the program plus a grace period in a single educational level, the student must apply for extension of stay. An application for extension of stay is obtained at The Office of International Admissions and Services, Learning Assistance Center, room 156. The application must be submitted to the international student advisor at least 30 days but no more than 60 days before the expiration of the student's stay.

### Admission Classifications by University Standards (Master's only)\*

This section describes the criteria the applicant must meet in order to be eligible for a particular admission classification based on the University's minimum standards for graduate admission.

Upon submitting the University required documents for admission, the Graduate School will review the applicant's documents and determine the admission classification eligibility. The specific graduate program to which the student is applying will then be advised of the applicant's highest possible eligibility based on the University's standards.

A graduate program may admit a student into the program with a lower admission classification. The graduate programs will base admission decisions on the criteria established for that particular program. Graduate programs may not set standards lower than the University's standards.

The following admission classifications are based on a number of criteria such as, but not limited to, GPA calculation, degree standing from an accredited university, official/unofficial status of transcripts, etc. Departments are allowed to add criteria for admission into a particular program such as, but not limited to, test scores, letters of recommendation, essays, etc. Please contact the department chair, program director and refer to the appropriate program section in this for more information on additional document requirements for a particular graduate program.

\* Admission classifications for doctoral students are listed in the respective program information.

### Graduate Admission GPA Calculation

The Graduate Admission GPA is calculated as follows:

1. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No grade may be expunged, or excluded, from a student's record. An applicant who has earned a bachelor's degree under the "Academic Fresh Start" statute under the Texas Education Code, Paragraph 51.292, will be evaluated only on a grade point average of the coursework completed for that bachelor's degree and the other criteria stated herein. For more information on the Academic Fresh Start program, see the Undergraduate Catalog.

2. All grades for academic coursework assigned, including all grades in course which have been repeated, will be used in calculating the graduate admission grade point average, which can include any previous work in a graduate or professional school other than remedial or non-credit courses.

3. The GPA computation is based on a four-point scale (e.g.: A=4 points per semester hour; B=3 points per semester hour; C=2 points per semester hour; D=1 point per semester hour; and F=0 points per semester hour).

4. A grade or symbol indicating failure (i.e., F, WF, DF) will count as hours undertaken, but no grade points will be earned.

5. Excluded from the grade point average will be any credit by examination (CR); Quit (Q); Withdrew (W); Withdrew Passing (WP); Incomplete (I); and a "Pass" grade within a pass/fail system.

6. The grade point average will be computed by multiplying each grade point (see 3. under 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 (calculated to the 100th place) is the official cumulative grade point average for admission to graduate students.

#### Clear Admission

An applicant who meets the following criteria is eligible for clear admission to a graduate degree program:

1. Awarded a baccalaureate degree from an accredited institution.
2. Earned at least a 2.75 (on a 4.0 scale) on the Graduate Admission GPA calculation.  
or
3. Earned a previous master's degree from an accredited university.

#### Conditional Admission

Students not eligible for Clear Admission may be admitted conditionally. Once the conditions are satisfied, the admissions classification will be updated to "clear."

### Based on Academic Record

An applicant meeting the following criteria may be granted conditional admission:

1. Awarded a baccalaureate degree from an accredited institution.
2. Earned between a 2.5 and 2.74 (on a 4.0 scale) on the Graduate Admission GPA calculation.

An applicant granted conditional admission based on academic standing may not enroll for more than 12 graduate hours total while on conditional admittance. A student on conditional status who earns any graduate grade less than a "B" will not be allowed to continue in UT Pan American graduate programs. The student may appeal this decision to the Vice Provost of Graduate Studies, through the department chair or program director and the dean, who will each provide a recommendation on the appeal. The appeal must be in writing to the department chair or the program to which the student is applying and should provide an explanation of any extenuating circumstances to be considered. The vice provost's decision shall be final.

At the end of the semester in which a conditional student's total earned graduate hours are six or more and the student's graduate GPA is 3.0 or better with no grade less than "B," the student's admission classification will be changed to "clear."

### Based on Unofficial Documentation

Master's applicants may be granted conditional admission pending confirmation of a baccalaureate degree. The following apply:

1. The applicant has yet to be awarded a baccalaureate degree at time of admission but anticipates earning the degree prior to enrolling in a graduate degree program.
2. The applicant has submitted unofficial documents.\*
3. The student meets the minimum GPA requirements.

Conditional admission is for one long semester or two consecutive summer semesters. A student who enrolls in a graduate course(s) will have started his or her conditional semester regardless of whether the student drops or withdraws during the semester. The student must provide degree confirmation prior to enrolling in future semesters. However, students may continue to register for future semesters with the understanding that they will be dropped from classes and the refund of payment may not be granted if conditional admission requirements are not met.

At the end of one long semester or two consecutive summer semesters of conditional admission, the student will be reclassified to one of the other admission classifications, including no admission, based on the official documentation received.

\*Students accepted under conditional admission are responsible for contacting the Graduate School to verify receipt of documentation and to request reclassification of admission status.

### Based on Graduate Program Requirements

1. Graduate programs may accept students on a conditional basis if additional requirements must be met before clear admission, i.e., completion of designated foundation coursework. These requirements will be conveyed to the student at the time of admission.

Once the graduate program requirements are met, the student will be reclassified into one of the other admission classifications, including no admission.

NOTE: Undergraduates seeking conditional admission should refer to the section on Reservation of Work by Undergraduates for Graduate Credit pg. 21 or 41.

### No Admission

An applicant not meeting the minimum graduate admission requirements for the University or the admission criteria for the graduate degree program will not be admitted. However, admission to a graduate program is not guaranteed if a student meets these criteria as some programs may have enrollment limitations. The applicant may appeal this decision to the Vice Provost of Graduate Studies, through the department chair or program director and the dean, who will each provide a recommendation on the appeal. The appeal must be in writing to the department chair or the program to which the student is applying and should provide an explanation of any extenuating circumstances to be considered. The Vice Provost's decision shall be final. A student admitted as a result of an appeal will normally be granted conditional admission.

An applicant not admitted to the Graduate School may be eligible to enroll in undergraduate classes at the University after undergoing the proper admission process for undergraduate courses.

If an applicant is not admitted into one graduate degree program, the applicant may still be eligible for admission into another degree program if he or she has met all of the University's standards for admission. Please schedule an appointment with an academic advisor to discuss this option. Application to a different graduate program may require a new application for admission.

### Procedure after Admission to the University for Graduate Study

Successful applicants will receive a letter of acceptance from the Graduate School. This letter will indicate the admission classification into a particular graduate degree program. If the applicant is not a degree-seeking student, the letter will indicate if they have been accepted by the University to pursue their academic goals.

An advisor from the graduate program will be appointed to counsel the student on registration, degree requirements and other procedures. Students should have their schedules approved each semester by their advisors (or an approved substitute) before registering for courses.

All graduate students must submit a Degree Plan outlining their coursework by the end of their first long semester of graduate coursework. The Degree Plan must

be signed by an advisor, department chair and dean then submitted to the Graduate School for inclusion in the student's official file.

Graduate students must keep a 3.0 GPA or higher on all graduate coursework in order to avoid probation or suspension.

### Transfer of Graduate Credits to UT Pan American

A maximum of nine semester hours of appropriate graduate work earned at other institutions, subject to the approval of the director of the graduate program or chair of the major department and certification by the Graduate School, may be transferred to UT Pan American for degree credit. Individual graduate degree programs may accept fewer hours or have additional requirements.

A course may be transferred only if:

1. the course is equivalent to a graduate-level course at UT-Pan American or is appropriate for elective credit at the graduate level within the student's degree program,
2. the grade for the course is not less than "B,"
3. the course was not taken at such a date that it would extend the student's time for achieving the degree beyond the approval limit for the graduate program (seven years for a master's program and 10 years for a doctoral program).

Transfer of graduate credit is not automatic. The student must submit a written request for approval of transfer to the director of the graduate program or chair of the major department, who determines whether all the conditions for transfer have been met before the hours are added to the graduate degree plan. The transfer is completed when the student's Application for Degree form is approved by the dean of the college and the department specifies which course is to be transferred by prefix, name, course grade and indicates to the Graduate School the equivalency (providing that the student graduates within the approved time limit for the degree).

### Reservation of Work by Undergraduates for Graduate Credit

It is possible for undergraduate students to enroll in graduate courses in their last semester under the following conditions:

1. The undergraduate student must lack no more than 12 hours to complete all requirements for his or her first bachelor's degree.
2. These 12 hours (or less) must be completed in the same semester, or in two consecutive summer sessions, in which the student is taking the graduate courses.
3. Total enrollment, including undergraduate and graduate courses, must not exceed 15 hours in a regular semester, or 12 hours in two consecutive summer sessions.
4. The student has a minimum Graduate Admission GPA Calculation of 2.5 (on a 4.0 scale) on all work completed to date. (For information on the Graduate Admission GPA Calculation, see pg 20.)

5. The application for such graduate work is submitted to the Graduate School. Undergraduates cannot count their work in graduate courses toward the bachelor's degree. Such work will be reserved for credit toward a graduate degree.

### Graduate 99 Hour Rule

A resident doctoral student who has a total of 100 or more semester credit hours of doctoral work at an institution of higher education is required to pay nonresident doctoral tuition rates.

### Distance Learning Courses

UTPA offers two types of distance learning education courses in addition to the traditional classroom setting. Interactive video courses are identified by the letter "I" after the section number, and local Web delivery courses are identified by the letter "L" after the section number (i.e. ENG 1301.90I or ENG 1301.90L).

For further information, contact the course instructor, visit the Center for Online Learning, Teaching and Technology Web site at [colt.utpa.edu](http://colt.utpa.edu) or call 956/381-2979.

### UT TeleCampus Courses

Some courses listed in this catalog are offered by UT Pan American via the UT TeleCampus. The UT TeleCampus is the centralized support center for online education throughout The University of Texas System. In the Web site you will find online classrooms, a digital library, free online tutorial services, 24/7 technical support, links to various admissions and register offices throughout the UT System and full program descriptions for the online courses and degrees the UT TeleCampus facilitates. Designated contacts at each campus are available to assist you as are the student services support staff of the UT TeleCampus. For questions or additional information, call toll-free: 1-888-TEXAS-16 (1-888-839-2716).

NOTE: To see a full listing of courses and host universities for the UTTC programs, access the UT TeleCampus Web site at <http://www.telecampus.utsystem.edu>.

## Fiscal Policies

The cost of attending The University of Texas-Pan American is relatively low—approximately \$1,802 per semester in 2009-2010 for nine hours of required tuition and fees for a graduate student who is a resident of Texas. A large student financial aid program offering part-time employment, scholarships, grants and loans helps most students at UT Pan American meet the costs of attending college. For more information on financial aid, see the Financial Assistance section on page 28 of this catalog.

## Financial Responsibility

State universities cannot extend credit. Students are expected to meet financial obligations to the University within the designated time allowed. Registration fees are payable at the time of registration, and students are not entitled to enter class or laboratory until all their fees have been paid. (Exception: See Payment by Installment on page 24.) Other charges are due within 10 days after a bill is rendered by the University, or according to the special payment instructions that may be printed on the bill. Failure to pay the amount owed in the allotted time can result in withdrawal from classes; the withholding of registration privileges, official transcripts, grades and degrees; University disciplinary action, and other penalties and actions authorized by law.

A student is only registered in the University and entitled to University privileges after he or she has paid all required fees. A hold against re-entry is imposed on a student who fails to pay a debt owed to the University.

Initial payment of registration fees may be made by personal check, money order payable to The University of Texas-Pan American, credit card (Visa, MasterCard and Discover only) or cash. Students are advised to exercise care in paying fees by check. When a bad check for registration fees is returned to the University, a \$15 returned check service charge is assessed, and the student is given 10 days from receipt of notice to make full payment by cash, cashier's check or money order. Failure to comply will result in the penalties described above.

### ◆ Residency Classification for Tuition Purposes

The Office of the Registrar is responsible for determining residence status of students for purposes of tuition. The office is guided by the Texas Education Code, 54.052, et seq., the Rules and Regulations for Determining Residence Status of the Texas Higher Education Coordinating Board, and University Regulations. Under the state statutes and regulations, for tuition purposes, a student or prospective student is classified either as a resident of Texas, nonresident (U.S. citizens from another state) or students who are citizens from another country.

- A resident of the state of Texas for tuition purposes is an individual who is either a U.S. citizen or Permanent Resident Alien who has lived and worked in the state of Texas for a period of 12 months prior to enrollment or is an individual (regardless of their immigration status) who graduated from a Texas high school, has resided in Texas for at least three years as of the date of that graduation and provides an affidavit stating that the individual will file an application to become a permanent resident at the earliest opportunity of eligibility.

- A nonresident for tuition purposes is a U.S. citizen or Permanent Resident Alien who has not lived and worked in the state of Texas for a period of 12 months prior to enrollment.

- A foreign student is a person who is a citizen of another country.

Residency for tuition purposes for a dependent is

established on the residency of the parents or legal guardian.

While these state requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require a minimum of 12 months of residing and gainful employment in Texas prior to enrollment.

Individuals classified as a non-resident or foreign students may qualify for resident tuition rates and other charges while continuing to be classified as a non-resident or a foreign student under the following exceptions:

- Students who receive academic competitive scholarships

- Teaching or research assistants
- Faculty employment
- Special types of visas
- Military

Information on residency, reclassification, tuition exceptions and waivers is available at the Office of the Registrar, Room 1.150 of the Student Services Building, telephone 956/381-2732 or 956/381-2209. Students are required to sign an oath of residency as part of the application process. Residency for tuition purposes will be based on this oath and other information/documents submitted by the student.

## Tuition and Mandatory Fees

Tuition, fees and charges are assessed to students based on semester credit hours, asset charge per semester or specific services. The Texas Legislature, except for basic tuition, does not set the specific amount for any particular student fee. The student fees assessed are authorized by state statute; however, the University Administration and The University of Texas System Board of Regents make the specific fee amounts and the determination to increase fees. House Bill 3015 authorizes the governing boards of an institution of Higher Education to charge any student Designated Tuition in any amount necessary for the effective operation of the institution effective September 1, 2003. Texas Education Code, 54.504-Incidental fees and 55.16 Board Responsibility authorizes the governing board to fix and collect fees and charges.

Shown in the Fee Tables on page 25 are the required tuition and fees charged each semester:

- Tuition charges in 2009-2010 are \$100 per semester credit hour for resident graduate students and \$377 per semester credit hour for all non-resident graduate students and in 2010-2011, \$100 and \$377, respectively.
- Tuition Designated charges in 2009-2010 are \$101.70 per semester credit hour, with a maximum of \$1423.80 per semester, for all graduate students.
- Student Service Fee: Supports student activities such as intramural and intercollegiate athletics, the campus newspaper, student accident insurance, University Program Board, drama, dance group, Student Government Association, University Center and other student services as determined by the Board of Regents. At the time of the printing of this catalog, the fee is charged at \$14 per semester credit hour, up to a maximum of \$250 per regular semester or \$125 per

summer session.

- Student Union Fee: \$30 per student per regular semester and \$15 per student per summer session will be assessed to finance the construction and provide operational and maintenance support of the Student Union Building.
- Computer Access Fee: \$10.25 per semester credit hour is charged to fund costs incurred in providing access to and supervision of computer laboratories.
- International Education Fee: \$1 per semester is charged to assist students participating in international student exchanges or study programs.
- Recreation Fee: \$75/\$35 starting fiscal year 2008
- Registration Fee of \$10 per semester is charged to defray the cost of providing ASSIST services for registration.
- Library Technology Fee: \$2.25 per semester credit hour is charged to enhance student access to library information via technology.
- Medical Service Fee: \$23.10 per regular semester or \$11.55 per summer session is charged to fund Student Health Services.
- Utility Fee: \$2.85 per semester credit hour is charged to defray the rising cost of utilities.

NOTE: The Fee Tables on page 25 do not include required laboratory fees or individual instruction fees, which are listed with the individual course descriptions.

\*All tuition and fee charges are subject to change. Students may consult the Schedule of Classes or contact the Office of Payments and Collections at 956/381-2715 for current information.

## Course Specific Fees

- Art Course Fee: \$40 per course for studio art and art education and \$20 per course for art history. This fee is assessed to defray the cost of technology, materials, student assistants and visiting artists/critics.
- Biology Course Fee: \$15-\$36 will be assessed on biology courses to defray the costs of supplies, chemicals and costs associated with replacement of equipment.
- Chemistry Course Fee: \$24 will be assessed to defray cost of field trips, supplies, chemicals and costs associated with replacement of equipment to students enrolled in specific chemistry courses.
- Clinical Lab Science Course Fee: \$20-\$50 per course. This fee is assessed to defray the costs of consumable supplies, media, diagnostic reagents, chemicals and the clinical practicum cost.
- College of Education Field Experience Fee: \$25 per course. This fee is assessed to defray the cost of the field experience program.
- Communication Course Fee: \$40 for television, photography, and media publishing courses; \$20 for writing courses and \$5 for all other courses. This fee is assessed to defray the cost of supplies, materials and cost associated with the replacement of equipment and software.
- Computer Science Instruction Fee: \$5 per semester

credit hour for lower undergraduate level courses, \$7 per semester credit hour for upper undergraduate level courses and \$15 per semester credit hour for graduate level courses. This fee will be assessed on computer science courses to defray the cost of computer hardware, maintenance, lab monitors and software upgrades.

- **Developmental Course Repeat Fee:** \$100 per semester credit hour. This fee is assessed to defray the cost associated with students enrolled in an aggregate total of more than 18 semester hours of developmental courses.
- **Dietetics Course Fee:** \$15 will be assessed on specific dietetic courses to defray the cost of supplies, chemicals and costs associated with replacement of equipment.
- **Distance Education Fee:** \$25 per course will be assessed to students enrolled in distance learning courses offered through interactive video. Students enrolled in these courses may request fee waivers if special circumstances preclude them from using UTPA facilities, activities and/or student services on which a fee is based.
- **Engineering Course Fee:** \$5 per semester credit hour for lower undergraduate courses, \$13 per semester credit hour for upper undergraduate courses and \$18 per semester credit hour for graduate level courses. This fee is assessed to defray costs of lab equipment beyond that provided by the COS&E Technology Fee, and for supplies, maintenance of equipment, cost of software and other peripherals utilized.
- **Excess Credit Hour Fee:** \$90 per semester credit hour is assessed to defray the cost of providing instruction to students who have exceeded the required degree plan hours as described in the Texas Education Code §61.0595.
- **Field Trip Fee:** Varies based on actual transportation and related costs. This fee is assessed to defray the transportation and related costs associated with field trips.
- **Individual Instruction Fees:** For courses in art, communication and music that provide individual coaching or instruction, a fee of \$35 for a one- or two-hour course or \$60 for a four-hour course may be charged. Specific music courses are assessed \$2.
- **Instrument Users Fee:** \$10 will be assessed for Clinical Laboratory Science courses, \$25 to certain College of Education courses, and \$8-\$58 for specific music courses to support maintenance and equipment replacement costs.
- **Kinesiology Activity Course Fees:** \$6 will be assessed for all two-hour kinesiology activity courses. In the case of bowling, golf and scuba diving, there is an additional fee for the use of non-University facilities and equipment; the additional fees are subject to change at the discretion of the facility provider.
- **Kinesiology and Dance Supply Replacement Fee:** Actual cost. This fee is assessed to defray the cost of replacing lock, towel and baseball gloves.
- **Laboratory Fees:** \$2-30 may be assessed for each laboratory course depending upon cost of material used.
- **Nursing Course Fee:** \$27 per course is assessed to defray the costs of supplies, materials and other costs associated with the replacement of equipment and software.
- **Nursing Testing Fee:** The actual cost of testing will be assessed for standardized testing required by the Board of Nurse Examiners. This fee is non-refundable.
- **Occupational Therapy Course Fee:** \$30-\$100 will

be assessed to defray costs of supplies, chemicals and costs associated with replacement of equipment to students enrolled in specific courses.

- **Optical Mixed-Media Fee:** \$10 to defray the cost associated with producing CDs, DVDs, or other optical media used to supplement course instruction.
- **Rehabilitation Course Fee:** \$10 per course is assessed to defray the cost of supplies, chemicals and costs associated with replacement of equipment.
- **Technology Fee:** Students enrolled in the College of Business Administration or College of Science and Engineering will be assessed a fee to defray costs associated with technical support and software licensing. Fee rates will be:
  - **College of Business Administration** undergraduates, \$10 per three semester credit hours with a \$30 maximum; MBA graduates, \$15 per three semester credit hours with a \$45 maximum; Ph.D. graduates, \$25 per three semester credit hours with a \$75 maximum.
  - **College of Science and Engineering** Biology, chemistry, engineering and physics and geology: undergraduates, \$3 per semester hour; graduates, \$15 per semester credit hour. Mathematics: undergraduates, \$1 per semester credit hour; graduates, \$5 per semester credit hour.

## Payment by Installment

Section 54.007 of the Texas Education Code provides for payment by installment of tuition and mandatory fees in the fall and spring semesters. Students electing to use the installment plan must be enrolled for a minimum of seven semester hours and must personally fill out a contract at the Office of Payments and Collections, Student Services Building, Room 115. Students already receiving some form of financial aid, including scholarships, are not eligible.

Eligible students may elect one of the following two options during fall and spring registration:

- Option A: Full payment on specified due date.
- Option B: Half payment on specified due date.
  - One-fourth payment before the sixth class week.
  - One-fourth payment before the 11th class week.

Once an option has been selected, it may not be changed; however, advance payments will be accepted. Students electing to pay in accordance with Option B must personally sign a promissory note. A nonrefundable tuition installment incidental charge of \$30 will be collected to defray the cost to the University of providing this delayed-payment service.

The law requires collection of the second and any subsequent installment before the class week indicated above. Late installments will be accepted during the first three class days of the class week indicated above, but a nonrefundable late payment charge of \$5 will be assessed in addition to the installment amount.

After the first three class days of the class week

## Fall 2009-2010 Tuition and Fee Information

## Fall 2010-2011 Tuition and Fee Information

## Fee Table

Semester Credit Hours	Residents of Texas		NON-Residents of Texas	
	(Under graduate)	(Graduate)	(Undergraduate)	(Graduate)
1	340.45	268.45	617.45	647.15
2	516.80	397.80	1,070.80	1,155.20
3	693.15	527.15	1,524.15	1,663.25
4	869.50	656.50	1,977.50	2,171.30
5	1,045.85	785.85	2,430.85	2,679.35
6	1,222.20	915.20	2,884.20	3,187.40
7	1,398.55	1,044.55	3,337.55	3,695.45
8	1,574.90	1,173.90	3,790.90	4,203.50
9	1,751.25	1,303.25	4,244.25	4,711.55
10	1,927.60	1,432.60	4,697.60	5,219.60
11	2,103.95	1,561.95	5,150.95	5,727.65
12	2,280.30	1,691.30	5,604.30	6,235.70
13	2,456.65	1,820.65	6,057.65	6,743.75
14	2,633.00	1,950.00	6,511.00	7,251.80
15	2,712.35	2,079.35	6,867.35	7,658.15
16	2,791.70	2,208.70	7,223.70	8,064.50
17	2,871.05	2,338.05	7,580.05	8,470.85
18	2,948.40	2,465.40	7,934.40	8,875.20
19	3,013.75	2,580.75	8,276.75	9,267.55
20	3,079.10	2,696.10	8,619.10	9,659.90
21	3,144.45	2,811.45	8,961.45	10,052.25
22	3,209.80	2,926.80	9,303.80	10,444.60
23	3,275.15	3,042.15	9,646.15	10,836.95

## Fee Table

Semester Credit Hours	Residents of Texas		NON-Residents of Texas	
	(Under graduate)	(Graduate)	(Undergraduate)	(Graduate)
1	340.45	268.45	617.45	647.15
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4	869.50	656.50	1,977.50	2,171.30
5	1,045.85	785.85	2,430.85	2,679.35
6	1,222.20	915.20	2,884.20	3,187.40
7	1,398.55	1,044.55	3,337.55	3,695.45
8	1,574.90	1,173.90	3,790.90	4,203.50
9	1,751.25	1,303.25	4,244.25	4,711.55
10	1,927.60	1,432.60	4,697.60	5,219.60
11	2,103.95	1,561.95	5,150.95	5,727.65
12	2,280.30	1,691.30	5,604.30	6,235.70
13	2,456.65	1,820.65	6,057.65	6,743.75
14	2,633.00	1,950.00	6,511.00	7,251.80
15	2,712.35	2,079.35	6,867.35	7,658.15
16	2,791.70	2,208.70	7,223.70	8,064.50
17	2,871.05	2,338.05	7,580.05	8,470.85
18	2,948.40	2,465.40	7,934.40	8,875.20
19	3,013.75	2,580.75	8,276.75	9,267.55
20	3,079.10	2,696.10	8,619.10	9,659.90
21	3,144.45	2,811.45	8,961.45	10,052.25
22	3,209.80	2,926.80	9,303.80	10,444.60
23	3,275.15	3,042.15	9,646.15	10,836.95

## Summer Sessions

## Fee Table

Semester Credit Hours	Residents of Texas		NON-Residents of Texas	
	(Under graduate)	(Graduate)	(Undergraduate)	(Graduate)
1	261.4	303.6	538.4	580.6
2	436.8	533.70	990.8	1087.70
3	614.1	765.70	1445.1	1596.70
4	790.45	996.75	1898.45	2104.75
5	966.8	1,227.80	2351.80	2612.80
6	1,143.15	1,458.85	2805.15	3120.85
7	1,319.5	1,689.90	3258.50	3628.90
8	1,495.85	1,920.95	3711.85	4136.95
9	1,671.2	2,151	4164.20	4644
10	1,833.55	2,368.05	4603.55	5138.05
11	1,995.9	2,585.10	5042.90	5632.10
12	2,158.25	2,802.15	5482.25	6126.15
13	2,320.6	3,019.20	5921.60	6620.20
14	2,482.95	3,236.25	6360.95	7114.25
15	2,548.3	3,351.60	6703.30	7506.60
16	2,613.65	3,466.95	7045.65	7898.95
17	2,679	3,582.30	7388	8291.30
18	2,744.35	3,697.65	7730.35	8683.65
19	2,809.7	3,813	8072.70	9076
20	2,875.05	3,928.35	8415.05	9468.35
21	2,940.4	4,043.70	8757.40	9860.70
22	3,005.75	4,159.05	9099.75	10253.05
23	3,071.1	4,274.40	9442.10	10645.40

## Summer Sessions

## Fee Table

Semester Credit Hours	Residents of Texas		NON-Residents of Texas	
	(Under graduate)	(Graduate)	(Undergraduate)	(Graduate)
1	261.4	303.6	538.4	580.6
2	436.8	533.70	990.8	1087.70
3	614.1	765.70	1445.1	1596.70
4	790.45	996.75	1898.45	2104.75
5	966.8	1,227.80	2351.80	2612.80
6	1,143.15	1,458.85	2805.15	3120.85
7	1,319.5	1,689.90	3258.50	3628.90
8	1,495.85	1,920.95	3711.85	4136.95
9	1,671.2	2,151	4164.20	4644
10	1,833.55	2,368.05	4603.55	5138.05
11	1,995.9	2,585.10	5042.90	5632.10
12	2,158.25	2,802.15	5482.25	6126.15
13	2,320.6	3,019.20	5921.60	6620.20
14	2,482.95	3,236.25	6360.95	7114.25
15	2,548.3	3,351.60	6703.30	7506.60
16	2,613.65	3,466.95	7045.65	7898.95
17	2,679	3,582.30	7388	8291.30
18	2,744.35	3,697.65	7730.35	8683.65
19	2,809.7	3,813	8072.70	9076
20	2,875.05	3,928.35	8415.05	9468.35
21	2,940.4	4,043.70	8757.40	9860.70
22	3,005.75	4,159.05	9099.75	10253.05
23	3,071.1	4,274.40	9442.10	10645.40

indicated above, late installments still will be accepted, but a nonrefundable reinstatement fee of \$25 will be assessed in addition to the installment amount.

A student who fails to provide full payment of tuition and fees, including assessed late fees, to the University when the payments are due is subject to one or more of the following actions at the University's option:

- a. Being withdrawn from the University;
- b. Being barred from readmission to the institution;
- c. The withholding of the student's grades, degree and official transcript;
- d. all penalties and actions authorized by law.

## Other Fees and Deposits

- **Auditing Fees:** \$20 nonrefundable fee will be charged if the instructor permits anyone to audit the course.

- **Cafeteria Meal Tickets:** Cafeteria meals for students residing on campus are included in the Residence Hall contract. Other students may purchase a semester or summer session meal ticket. For more information, see Student Housing on page 62.

- **Catalog:** The first University Catalog is provided free students as long as supplies are available. The catalog is also available online.

- **Cooperative Pharmacy Program Application Fee:** \$60 is assessed to defray the cost associated with the Pharmacy Program application process and travel of faculty between UT Austin and UT Pan American for admission committee meetings.

- **Course Drop Fee:** \$5 nonrefundable fee is assessed to students dropping courses on the first day of classes and thereafter.

- **Diploma Replacement Fee:** \$20 will be charged to students who request the replacement of a diploma for replacement and duplication costs.

- **Emergency Loan Processing Fee:** \$20 nonrefundable fee to defray administrative costs incurred in processing and collecting emergency loan payments. (See page 34 for more on Emergency Loans.)

- **Engineering Magnetic Key Fee:** \$15 for magnetic cards (\$10 refundable) and \$25 for electronic cards (\$18 refundable).

- **Foreign Transcript Evaluation Fee:** \$80 to defray the cost associated with evaluation of foreign transcripts.

- **General Property Deposit:** \$20 one-time deposit to ensure against losses, damages or breakage in laboratories and libraries.

- **Graduate Admission Application Fee:** \$50 nonrefundable fee to defray the cost associated with recruitment and retention at the graduate level and the processing of application. The application fee for the Ph.D. in Business Administration is \$85.

- **Graduation Fee:** \$32 nonrefundable fee is assessed for undergraduate and graduate degrees. This fee is payable at the time the candidate presents the application for graduation to the Office of the Registrar. This fee is used to pay for processing the application for graduation, music, graduation speaker, postage, diplomas and other expenses

associated with graduation. All students participating in the commencement ceremony are required to purchase the proper graduation regalia from the University Bookstore. No students will be permitted to participate without the proper regalia. Students wishing to transfer their application for graduation to another semester will be required to pay an additional \$10 fee for each time they transfer.

- **Health Insurance Fee:** This is mandatory insurance for international students holding nonimmigrant visas and living in the United States. The fee is variable to match the premium for approved UT System Student Insurance Plan.

- **ID Card Replacement Fee:** \$7 nonrefundable fee for a replacement ID card. Entering students are provided a free University photo identification card. Students may pay the fee at the Office of Student Development, University Center, Room 205, when they request a replacement ID Card.

- **International Student Service Fee:** \$35 per semester is assessed to defray the cost of providing services to F-1 and J-1 students.

- **Late Payment Fee:** \$50 nonrefundable fee to defray the cost associated with the processing of late tuition and fee payments.

- **Late Registration Fee:** \$40 nonrefundable fee to defray the costs of late registration and extra services required.

- **Library Fees:** The fees are, for late book, \$0.25 per workday per book; lost book, Replacement cost plus \$15 processing fee; damage fee, \$5 if repairable in-house, \$12 if rebinding needed by commercial binder; late reserve material, \$0.50 per hour; late special collections book, \$1 per day; late vertical file/Annual Report item, \$1 per day; graduate carrel locker, \$10 per year; photocopy fee, \$0.20 per page; Interlibrary loan, actual cost; late equipment fee: up to \$0.50 per hour and not to exceed \$20 for equipment with value of up to \$100, \$1 per hour and not to exceed \$75 for equipment with value of \$101-\$300, \$2 per hour and not to exceed \$200 for equipment with value of \$301-\$600, \$3 per hour and not to exceed \$400 for equipment with value of \$601-\$1,200, \$4 per hour and not to exceed \$600 for equipment with value of \$1,201-\$2,000, and \$5 per hour and not to exceed \$800 for equipment with value of \$2,001-\$3,000; locker rental fee, \$.25; lost book returned without CD-ROM, cost of item plus \$15 processing fee; lost audio visual and computer materials, replacement cost plus \$15 processing fee. All library fees are paid at the Circulation Desk of the University Library.

- **New Student Fee:** \$50 fee is assessed to defray costs associated with new student advising and preregistration.

- **Orientation Deposit Fee:** \$15 nonrefundable deposit fee that will be credited against the New Student Fee if the student enrolls. This fee is assessed to defray the cost of providing students materials during orientation.

- **Parking Permit:** See Vehicle Registration and Operation Permit below.

- **Professional MBA Program Fees:** Fee is assessed to cover the program-related costs, including textbooks, supplies and guest lecturers. The amount varies based on actual costs.

- **Residence Hall Installment Charge:** See Student Housing on page 62.

- **Returned Check Charge:** \$15 nonrefundable service charge will be assessed to a student for each bad check. The University may refuse to accept a check from a student who has previously given a bad check (insufficient funds, account closed, signature irregular, payment stopped, etc.).

- **Science Magnetic Key Fee:** \$15 for magnetic cards (\$10 refundable) and \$25 for electronic cards (\$18 refundable).

- **Short-Term Loan Fees:** \$5 processing fee and a \$5 late payment fee. (For more information on short-term loans, see page 34.)

- **Study Abroad and International Exchange Application and Program Fees:** \$125 application fee will be assessed to defray the cost of administering the programs in addition to the actual cost of travel, lodging, meals, instructional Honorarium and Enrollment. Program fees assessed will be the actual cost of Study Abroad or International Exchange Program. These fees are nonrefundable.

- **Student Liability Insurance:** All students enrolled in specific programs in the College of Health Sciences and Human Services, College of Education or College of Social and Behavioral Sciences must carry liability insurance. This is necessary in order for students to participate in clinical practicum activities associated with coursework. Fee assessed will reflect actual cost of insurance.

- **Student Union Game Room Late Payment Fee:** This fee is charged to defray the cost of processing late payments of recreation room charges. The fee is \$5 the first day plus \$1 per day after the first day to a maximum of \$10.

- **Teacher Alternative Certification Program Application Fee:** \$50 will be charged for processing applications for the Alternative Certification Program in the College of Education.

- **Teacher Certification Deficiency Plan Preparation Fee:** \$25 for enrolled students or \$40 for non-enrolled students will be charged to prepare a Teacher Certification Deficiency Plan in the College of Education.

- **Teacher Preparation Program Fee:** A \$40 one-time fee will be charged to defray costs related to services provided to the College of Education students seeking certification in the Teacher Preparation Program upon completion of 90 hours.

- **Texas Success Initiative (TSI) Activity Fee:** \$120 will be charged to students participating in the Learning Assistance Center's Texas Success Initiative (TSI). This fee supports non-course based developmental education activities.

- **Texas Success Initiative (TSI) Affected Student Advisement Fee:** \$45 per semester will be charged to students not cleared from TSI to defray the cost of advising.

- **TELESYS Account Fee:** Students are charged \$36 per year or \$17 per fall or spring semester and \$14 for both summer terms for 260 hours annually (pro-rated if paid by semester) of Internet access through a SLIP/PPP modem pool. The charges for 520 hours are \$72 per year or \$34 per fall or spring semester and \$28 for both summer terms. The charge for 1,040 hours is \$108 per year or \$42 per fall or spring semester and \$36 for both summer terms. Internet access for more than 1,040 hours annually is available at \$2 per hour. The fee is assessed only for those students who make use of the service.

- **Thesis Binding Fee:** Actual cost.

- **Tuition Installment Incidental Charge.**

- **University Testing Services Fee:** Fees may be charged for tests to defray the cost of administering and scoring academic tests. Accuplacer Test Fee-\$35; ACT Residual Test-\$50; Local Advanced Standing Examination Fee-\$20; CLEP Service Fee-\$20; Correspondence Exam-\$20; Institutional TOEFL-\$40; Miller Analogies Test-\$45; THEA-Quick Test-\$10; Texas Commission on Law Enforcement Officers Standards and Education-\$25; TExES Qualifying Exam-\$15. Please inquire at the University Testing Center, UTPA Annex, 2412 S. Closner, Edinburg, TX 78539-2999. Telephone 956/292-7584 or 7585. E-mail: testing@utpa.edu.

- **Vehicle Registration and Operation Permit (Parking Permit):** All students, whether full- or part-time, who operate a motor vehicle in the campus area must register the vehicle with the University Police Department. A hangtag permit or decal to be placed on the vehicle indicating the permit number and class "C" parking privileges will be provided. The charge for the academic year beginning September 1 and ending August 31 is \$39 if paid during the fall semester, \$30 if paid during the spring semester, \$22 during the first summer session and \$10.50 during the second summer session. There are no refunds after the 12th class day (fourth class day in the summer). Parking and Traffic rules and regulations are available at the University Police Department, or at <http://www.utpa.edu/police>.

NOTE: Unpaid fees that become overdue may result in a "hold" being placed on students' records. The fees listed above must be paid at the Office of Payments and Collections, Student Services Building, Room 115, except for the library fees and ID card replacement fee as noted above. Students who are unsure where to pay fees or what fees they owe may call the Office of Payments and Collections at 956/381-2715 for more information.

## Refund of Registration Fees

To officially withdraw from the University or drop a course, a student must go to the Office of the Registrar. A student withdrawing officially and completely during a fall or spring semester will receive a refund of total tuition and fees (excluding nonrefundable fees) according to the following scale (Section 54.006, Texas Education Code):

- 100 percent before the first day of classes.
- 80 percent during the first five class days.
- 70 percent during the second five class days.
- 50 percent during the third five class days.
- 25 percent during the fourth five class days.
- No refund after the fourth five class day period.

Refund of total tuition and fees (excluding nonrefundable fees) during a summer term to students withdrawing officially and completely will be made according to the following scale:

- 100 percent before the first day of classes.
- 80 percent during the first three class days.
- 50 percent during the fourth, fifth and sixth class days.
- No refund after the sixth class day.

NOTE: The term "class days" refers to days the University schedules classes, not the individual student's

schedule. Students officially dropping courses but remaining enrolled at the University receive a full refund of tuition and mandatory fees actually paid for the dropped classes through the 12th class day (official census day) during a fall or spring semester or the fourth class day (official census day) during a summer term, minus a nonrefundable \$5 course drop fee and other nonrefundable fees assessed for each course dropped beginning with the first day of classes. Students will not receive refunds for classes dropped after these dates. Additionally, per the Texas Higher Education Coordinating Board rules and regulations, students may not enroll in a course after the official census date (Ch. 9, Subchapter B, 9.31a).

Refund checks will be mailed within 45 days to the student's billing address on file at the Office of the Registrar (within 30 days if the student did not receive some form of financial assistance through the University). Refunds for a student under the installment plan will be first applied to the student's unpaid balance.

Students who do not officially withdraw through the Office of the Registrar will be responsible for tuition, fees and any circumstances arising from failure to withdraw.

**Withdrawal for military service.** A student who withdraws as a result of being called to active military service may choose (1) to receive a refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (I) in each course; or (3) at the instructor's discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Policies affecting students who are absent for military service but do not withdraw are provided in the "Military Absences" on p. 43.

#### ◆ Treatment of Title IV Student Financial Aid Funds When a Student Withdraws

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

The date the student initiates the withdrawal is used for calculating the percentage used in the formula for Return of Title IV funds. The number of days from the first class day to the withdrawal date divided by the number of days in the payment period (semester) equals the percentage of Title IV funds earned. If the withdrawal date is after the 60 percent point of the semester, the student has earned 100 percent of the Title IV funds.

If a student fails to earn a passing grade in at least one class, UT Pan American is required to calculate the amount for Return of Title IV funds based on the last day of enrollment. If last day of attendance cannot be determined, UTPA may use the midpoint of the period (in lieu of an official withdrawal date) as documentation of the student's last date of attendance. Unless the student can provide acceptable documentation that shows the student was enrolled more than 60 percent of the semester, the student may owe a refund back to UTPA and the federal government.

## Academic Common Market

At the graduate level, Texas participates in the Academic Common Market of the Southern Regional Education Board that enables students to take advantage of graduate programs not offered in the student's home state. Nonresident students participating in programs that are offered through the Academic Common Market may be eligible to pay tuition at resident rates. Contact the Office of Admissions for eligible programs and nonresident status.

For more information on residency classification for tuition purposes, see page 22.

## Financial Assistance

### General Information

Financial aid plays a vital role at The University of Texas-Pan American where a large percentage of students receive some type of financial assistance.

Tuition and fees at UT Pan American are significantly lower than private colleges and equal to, or lower than, most public colleges. This, together with the availability financial aid funds, makes UT Pan American reasonably priced.

There are several sources of graduate student aid, including federal, state, institutional and private funds. Financial assistance comes in the form of grants, scholarships, student loans, and work-study.

For more information about the various types of financial assistance, contact:

Student Financial Services  
 Student Services Building, First Floor  
 1201 W. University Drive  
 Edinburg, TX 78539-2999  
 Telephone: 956/381-2501  
 E-mail: [finaid@utpa.edu](mailto:finaid@utpa.edu), [loans@utpa.edu](mailto:loans@utpa.edu)  
[scholarship@utpa.edu](mailto:scholarship@utpa.edu), [workstudy@utpa.edu](mailto:workstudy@utpa.edu)  
[verification@utpa.edu](mailto:verification@utpa.edu)  
[texasgrant@utpa.edu](mailto:texasgrant@utpa.edu)  
 Web: <http://www.utpa.edu/finaid/>

Hours: 8 a.m.-6 p.m., Monday-Thursday  
 8 a.m.-5 p.m., Friday

Federal Student Aid Information Center  
 1-800-4-FED-AID (1-800-433-3243)  
 TTY users (for the hearing-impaired) can call **1-800-730-8913**  
 Hours: 8 a.m. - midnight (Eastern Time)

To find out if the federal student financial aid application has been processed, or to see the information on the application, a student should call 1-800-433-3243 or visit the Web site at

<http://studentaid.ed.gov/>.

## Application Process

The University of Texas-Pan American is an equal opportunity institution in the administration of its financial aid programs. In keeping with this policy, financial aid is extended to students without regard to race, creed, sex, national origin, veteran status, religion, age or disability.

In order to qualify for federal financial assistance, an applicant must meet the following criteria:

- a. Be a U.S. citizen or eligible non-citizen.
- b. Be registered with Selective Service (if required).
- c. Have CLEAR ADMITTANCE to a degree-seeking graduate program.
- d. Have signed a statement of educational purpose/certification statement on refunds and default.
- e. Be enrolled as a regular student working toward a degree in an eligible degree program.
- f. Is not in default on any federal or institutional loan, and does not owe a refund on any federal or state grant program.
- g. Demonstrates financial need, except when applying for funds from a program that does not require proof of financial need.
- h. Is in satisfactory academic standing and making Satisfactory Academic Progress (as defined by the Satisfactory Academic Progress Policy described below) at the University.
- i. Has completed a financial aid application and all required documentation is on file by the appropriate deadline.

**IMPORTANT:** Students **MUST** have CLEAR ADMITTANCE to a degree-seeking graduate program to be eligible for financial aid. Students with Probationary or Tentative Admittance, students who are participating in a certification program, or are participating in continuing education are not eligible to receive financial aid.

### How to Apply for Financial Aid:

File your FAFSA over the Internet at <http://www.fafsa.ed.gov>; request a PIN at: [www.pin.ed.gov](http://www.pin.ed.gov). (This is your electronic signature for FAFSA on the Web).

Visit the UTPA Financial Aid Express Lab for one-on-one electronic FAFSA submittal assistance. If completing a paper FAFSA, mail your completed FAFSA using the self-addressed envelope included with the application.

All required documents must be submitted before any aid can be awarded. Some applications are selected for Verification of information submitted on the application.

## Additional Information on the Federal Verification Procedure

As stated above, some applicants are selected for verification. Verification is the process in which the school's financial aid office requests documentation from students based on the information provided on the FAFSA application submitted to Department of Education. If an applicant has been selected for verification, we will notify them by mail and/or email. In most cases the documents used to verify information are the prior year's federal income tax return and a Verification Worksheet; additional documents may be requested depending upon the information to be verified. Applicants are asked to submit the requested information to the Office of Student Financial Services within two weeks. The financial aid application is considered incomplete until verification is completed; that is, no aid offer will be made until verification is complete. If corrections must be made as a result of verification, corrections to the ISIR will be submitted to the federal processor. If an aid offer must be adjusted because of information submitted as part of the verification process, the applicant will be notified via e-mail through a revised Financial Aid Notification.

**The UTPA School Code for the FAFSA is 003599.**

## Application Deadlines

To ensure processing before registration, the recommended priority dates for submission of the FAFSA are as follows:

Fall awards:	April 1
Spring awards:	Sept. 15
Summer awards:	Feb. 15

Final deadline to apply and receive financial aid is June 30th of the end of the award year. In order to award aid for an application submitted after the end of the spring semester, the student must be currently enrolled in a summer term. Aid is awarded on a funds-available basis, and priority is given to students that file by the priority deadline.

Students who did not apply for financial aid or submit required documents by the recommended priority dates, may not have their aid awarded at the time payment is due. Arrangements will then need to be made by the student for an alternative method of payment.

### Benefits of Applying Early

- You increase your chance of receiving some of the state and/or local aid, which is in limited supply.
- You get an eligibility reply (award letter) prior to the payment of tuition and fees.
- If your file needs corrections, these can be completed before the payment date of tuition and fees.

## The Disbursement Process

Students receiving financial aid can expect to receive their aid in any of the following methods:

1. When the student accepts his/her award, the award will be credited to the student's account to pay for educational expenses.
2. Stafford Loan funds will be credited to the student's account approximately one week prior to the first class day for students who have successfully completed the Loan Counseling Session and Master Promissory Note.
3. Financial aid disbursement checks: Any credits remaining in the student's account after all tuition/fees and all educational expenses have been paid will be disbursed approximately one week prior to the first class day.

NOTE: Changes in class schedule or enrollment status may cause an adjustment or cancellation of your awards, which will require you to pay a balance or return funds. All funds are mailed to your mailing/billing address on file with the Office of the Registrar.

# Satisfactory Academic Progress Policy FOR GRADUATES (Master's and Doctoral Programs)

## INTRODUCTION

Federal Title IV financial aid regulations require students receiving federal student financial aid to maintain Satisfactory Academic Progress (SAP) at the university in order to remain eligible for this aid. Satisfactory Academic Progress standards are also required for some state and institutional financial aid programs. The Office of Student Financial Services evaluates satisfactory academic progress after the completion of each academic year, generally two semesters. There are three components of SAP: a qualitative standard (i.e., grade point average), an incremental quantitative standard (number of credits attempted and earned for each year of study), and a Maximum Time Frame for the degree or program. All semesters of enrollment, including summer, must be considered in the determination of satisfactory academic progress. SAP standards, including qualitative, quantitative and maximum time frame begin anew for students seeking a graduate or professional degree after completing an undergraduate degree.

## QUALITATIVE OR GRADE POINT AVERAGE (GPA) REQUIREMENTS

The student must maintain a grade point average (GPA) required for continued enrollment consistent with the University's graduation requirements:

### Students working on a Master's or Doctoral degree must maintain a 3.0 GPA.

All courses with a grade of A, B, C, and F are counted in the calculation of GPA. Satisfactory Academic Progress cannot be determined until all grades of "I" (incomplete) are resolved. Transfer grades that are accepted by the university are counted in the determination of GPA. If a student repeats a course, only the most recent grade is counted in the calculation of GPA. However, the credits from all attempts are counted in the calculation of the maximum time frame requirement. Remedial courses are not counted in the calculation of GPA, but are counted in the calculation of the maximum time frame requirement. Audited courses do not count toward the qualitative or quantitative standards. Credit is not granted for audited courses.

## QUANTITATIVE, OR PROGRESSION, REQUIREMENTS

The student must be progressing toward graduation requirements by completing the courses for which they enroll each semester. Courses or classes are measured in credit hours:

**Students must complete at least 75% of all credits attempted.** For example, a Master's student that has attempted 30 credit hours and has satisfactorily completed 24 of those credit hours would have completed 80% of attempted credits.

Credits attempted are all course credit hours for which the student is enrolled as of the semester census date, which is the 12<sup>th</sup> day of class in a semester, whether they have received a grade yet or not. Once grades are assigned, attempted credits include grades of A, B, C, P, S, F, U, W, WP, WF, IP, NC, CR, DF, DP, DR, DX, or I. Grades of DROPPED are counted as hours attempted if the student is enrolled in the class and charged for it as of the semester census date (the 12<sup>th</sup> class day of the semester). Credits satisfactorily completed are classes for which the student receives a grade of "A", "B", "C", "P", "CR" or "S".

## MAXIMUM TIME FRAME REQUIREMENTS

Students must complete graduate degree requirements in a maximum time period according to federal regulation. Maximum Time Frame will be measured by the number of credit hours attempted:

## Fall 2009 Tuition and Fee Information Disclosure

Charge	Undergraduate		Graduate	Comments
	12 SCH	15 SCH	9 SCH	
Tuition (Texas Resident)	600.00	750.00	900.00	\$50/SCH-UG, \$100/SCH-Grad.
Tuition (Non-Resident)	3,924.00	4,905.00	3,393.00	\$327/SCH-UG, \$377/SCH-Grad.
Plus:				
Designated Tuition	1,164.00	1,358.00	873.00	\$97.00/SCH-UG, \$1,358.00max-UG \$101.70/SCH-GR, \$1,423.80 max-GR
Utility Fee	34.20	42.75	25.65	\$2.85/SCH
Registration/Matriculation Fee	10.00	10.00	10.00	\$10 per semester
Student Service Fee	168.00	210.00	126.00	\$14.00/SCH, \$250.00 max"
International Education Fee	1.00	1.00	1.00	\$1 per semester
IT Access Fee	123.00	153.75	92.25	\$10.25/SCH
Library Technology Fee	27.00	33.75	20.25	\$2.25/SCH
Medical Service Fee	23.10	23.10	23.10	\$23.10 per semester
Student Union Fee	30.00	30.00	30.00	\$30 per semester
Recreation Fee	75.00	75.00	75.00	\$75 per semester
Undergraduate Advisement Fee	25.00	25.00	-	\$25.00 per semester (Undergraduate students only)
Subtotal-Required Fees	1,680.30	1,962.35	1,276.25	
Average Incidental Fees	-	-	-	
Total Tuition & Fees (Texas Resident)	\$2,280.30	\$2,712.35	\$2,176.25	Total for Texas Resident
Total Tuition & Fees (Non-Resident)	\$5,604.30	\$6,867.35	\$4,669.25	Total for Non-Resident

## Summer 2010 Tuition and Fee Information Disclosure

Charge	Undergraduate		Graduate	Comments
	6 SCH	9 SCH	6 SCH	
Resident Tuition	300	450	600	\$50/SCH-UG, \$100 SCH-Grad.
Non-Resident Tuition	1962	2943	2262	\$327/SCH-UG, \$377/SCH-Grad.
Plus:				
Designated Tuition	582	873	582	\$97.00/SCH-UG, \$1,358.00 max-UG \$101.70/SCH-GR, \$1,423.80 max-GR
Utility Fee	17.1	25.65	17.1	\$2.85/SCH
Registration/Matriculation Fee	10	10	10	\$10 per semester
Student Service Fee	84	125	84	\$14.00/SCH, \$125.00 max
International Education Fee	1	1	1	\$1 per semester
IT Access Fee	61.5	92.25	61.5	\$10.25/SCH
Library Technology Fee	13.5	20.25	13.5	\$2.25/SCH
Medical Service Fee	11.55	11.55	11.55	\$11.55 per semester
Student Union Fee	15	15	15	\$15 per semester
Recreational Fee	35	35	35	\$35 per semester
Undergraduate Advisement Fee	12.5	12.5	-	\$12.50 per semester (Undergraduate students only)
Subtotal-Required Fees	843.15	1221.2	830.65	
Average Incidental Fees	-	-	-	
Total Tuition & Fees (Texas Resident)	1143.15	1671.2	1430.65	Total for Texas Resident
Total Tuition & Fees (Non-Resident)	2805.15	4164.2	3092.65	Total for Non-Resident

\* Texas Education Code, 54.504 - Incidental Fees and 55.16 Board Responsibility authorizes the governing board to fix and collect fees and charges.

The averages are not given for college and course related fees (laboratory, incidental, supplemental/individual 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 fees may be found in The University of Texas-Pan American Catalog.

Visit our Web site at <http://www.utpa.edu>.

*General Information:* The Texas Legislature, except for basic tuition, does not set the specific amount for any particular student fee. The 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.

*\*\*House Bill 3015 authorizes the governing boards of institution of Higher Education to charge any student Designated Tuition in any amount necessary for the effective operation of the institution effective Sept. 1, 2003.*

Students enrolled in a Masters program have a maximum of 63 attempted credit hours in order to complete Master's degree requirements. Students attempting a 2nd Masters degree are allowed 45 attempted credit hours.

Students enrolled in a Doctoral program have a maximum 99 attempted credit hours in order to complete Doctoral degree requirements.

### **PROBATIONARY PERIOD**

Students who fail to meet the minimum requirements, other than Maximum Time Frame, will be allowed one probationary semester to restore satisfactory standing. Financial aid will be processed for one semester only. Further review will be required at the end of the probationary semester. During the probationary semester, graduate students will be required to complete each course attempted with a minimum semester grade of B. After receiving aid for one probationary semester, students who consistently continue to meet the same standards outlined above for the probationary semester in each subsequent semester will be considered to be making SAP for purposes of receiving federal student aid, provided that they do not exceed the specified Maximum Time Frame for degree completion.

Students having reached the Maximum Time Frame to complete a program cannot receive a probationary semester.

### **FINANCIAL AID SUSPENSION**

Students who fail to earn the minimum requirements during the probationary period will be considered as not making SAP and all financial assistance will be terminated or suspended until the student regains minimum satisfactory academic progress standards.

### **APPEALS**

A student who is denied aid because of a failure to meet satisfactory progress standards after the probationary semester may appeal this determination to the Satisfactory Academic Progress Appeals Committee of the Office of Student Financial Services by completing a Student Appeal form by published deadlines. An appeal must be based on significant mitigating circumstances, circumstances that seriously affect academic performance. Examples of possible mitigating circumstances are serious illness, severe injury, death of a family member, and other similar situations. Students may re-establish eligibility for upcoming periods by achieving the satisfactory progress standards. After a student has re-established

eligibility, he/she may be considered for aid for upcoming periods but not for periods during which the standard had not been met.

### **Treatment of Title IV Student Financial Aid Funds When a Student Withdraws**

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

The date the student initiates the withdrawal is used for calculating the percentage used in the formula for Return of Title IV Funds. The number of days from the first class day to the withdrawal date divided by the number of days in the payment period (semester) equals the percentage of Title IV Funds earned. If the withdrawal date is after the 60 percent point of the semester, the student has earned 100 percent of the Title IV funds.

If a student fails to earn a passing grade in at least one class, UT Pan American is required to calculate the amount for Return of Title IV Funds based on the last day of enrollment. If last day of attendance cannot be determined, UTPA may use the midpoint of the period (in lieu of an official withdrawal date) as documentation of the student's last date of attendance. Unless the student can provide acceptable documentation that shows the student was enrolled more than 60 percent of the semester, the student may owe a refund back to UTPA and the federal government.

### **DISTANCE LEARNING**

#### *UT TeleCampus*

An agreement exists between UTPA and other UT institutions to award eligible student Title IV aid when taking courses at two or more of those institutions. This agreement, entered into between each of the named institutions, hereinafter referred to as Home or Host Institutions, is intended to provide the basis for the Home Institution to pay and/or certify federal/state and institutional student financial assistance to UT TeleCampus students

matriculated at a Home Institution and also studying at a Host Institution.

#### Participating Institutions:

The University of Texas at Arlington  
 The University of Texas at Brownsville  
 The University of Texas at El Paso  
 The University of Texas-Pan American  
 The University of Texas at Permian Basin  
 The University of Texas at Tyler  
 The University of Texas Health Science Center at San Antonio  
 The University of Texas Health Science Center at Houston  
 The University of Texas Southwestern Medical Center at Dallas  
 The University of Texas Medical Branch at Galveston  
 The University of Texas M.D. Anderson Cancer Center  
 The University of Texas at Austin  
 The University of Texas at Dallas  
 The University of Texas at San Antonio

**Home:** The UT component at which a student is fully admitted and enrolled in a degree or certificate program. The Home Institution will award the student's degree or certificate.

**Host:** The UT component institution at which a student may enroll and take courses applicable to the degree or certificate program at his/her Home Institution.

A student wishing to enroll in a distance-learning course must first complete an Inter-Institutional Distance Education Admission and Registration (IDEAR) Form. The form can be completed at the following Web site:

<http://www.telecampus.utsystem.edu> under the heading "TeleCampus System."

**NOTE:** Financial aid funds will be disbursed after the listed census date for the respective semester for students who list UTPA as their Home institution. As a result, students will need to contact their Host institution to make payment arrangements.

#### **STUDY ABROAD PROGRAM**

Enrollment in a program of study abroad approved for credit by UTPA may be considered enrollment at UTPA for the purpose of applying for federal student aid.

Students who apply for the financial assistance for study

abroad should apply in the same manner as if they were planning on being in residence at UT Pan American. A study abroad student must file a FAFSA and complete the Study Abroad Financial Aid Form. This form can be obtained at the Student Financial Services office.

To be considered for Title IV funds, the study abroad applicant is expected to meet all financial aid application priority deadlines, to adhere to other financial aid deadlines, to meet all the eligibility requirements for Title IV awards and be making Satisfactory Academic Progress and to be enrolled half time (six hours) in the study abroad program.

The study abroad applicant should also note that if awarded an institutional or outside scholarship, these awards may result in a reduction or cancellation of financial aid.

**NOTE:** Financial aid funds will be disbursed after the listed census date for the respective semester. As a result, students will need to contact their school to make payment arrangements with their respective study abroad programs.

### **Types of Financial Assistance For Graduate Students**

#### **Grants**

##### **Texas Public Educational Grant (TPEG):**

A Texas Public Educational Grant is a campus-based grant for undergraduate and graduate students with financial need. Unlike the Federal Pell Grant, there is no guarantee that a student is eligible to receive a TPEG. Awards from this program are based on the availability of funds. If a student is awarded a TPEG at UT Pan American, his/her account will be credited.

##### **Graduate Tuition Assistance Grant (GTAG)**

GTAG is a need based grant awarded to students who demonstrate financial need as defined on the Free Application for Federal Student Aid (FAFSA). Students will be awarded until all available funds are exhausted. It is recommended that students complete their FAFSA prior to the April 1<sup>st</sup> Priority Deadline to increase their potential for receiving the GTAG.

#### **Student Loans**

Students who are eligible for Federal Stafford Direct Loans, unsubsidized loans and/or Perkins Loans should be aware that a completed Loan Counseling Session and Master Promissory Note are required for all loan applicants.

**NOTE:** If a student is not automatically awarded a Stafford Loan, he/she may submit an additional Financial Aid Request available online at [www.utpa.edu/finaid](http://www.utpa.edu/finaid).

**The William D. Ford Federal Direct Loan (Stafford Direct Loans) Program:** The Direct Loan Program is one of the Federal Student Aid programs offered by the Department of Education, which provides students with a simple, inexpensive way to borrow money to pay for education after high school. The Direct Loan program offers subsidized and unsubsidized Stafford Loans. The first step in the application process is the completion of the FAFSA. After the student's FAFSA is processed, Student Financial Services will review the results and advise the student as to his or her loan eligibility. Before receiving any loan disbursements through the Direct Loan program, every student borrower will have to complete an Entrance Counseling Session and an Electronic Master Promissory Note. Once these two requirements are complete, our Office will receive electronic confirmation that the information has been completed and funds will be credited to the student's university account. The school will mail any loan-credited balance to the student within 3-5 days. No single disbursement may exceed one-half of the loan amount.

**Federal Perkins Loan:** UT Pan American recognizes that loans are an increasingly important aspect of financing an education. Participating in the Federal Perkins Loan program allows funds to be made available with which a student may finance a substantial part of his or her education. When the borrower ceases to be enrolled at an accredited higher education institution at least half time or graduates, he/she has nine months after graduation or a break in enrollment before he/she begins repayment on their Federal Perkins Loan.

Applicants are considered on the basis of financial need and demonstrated academic ability. Funds are limited and preference is given to renewal borrowers. Further information may be obtained from Student Financial Services.

**College Short-Term Loans:** Made possible through donations from a number of individuals and organizations, these funds are administered by Student Financial Services and are available to students for short-term loans. Loans are limited in funding and must be repaid within the semester for which they are borrowed. The loans are designed to aid students who do not have sufficient funds to purchase books and supplies or to assist students when emergencies arise. A \$5 processing fee is assessed to each loan and funding is limited. Students interested in applying for short term loans are advised to apply, in person, at the Student Financial Services Office at the beginning of each semester.

**Emergency Tuition and Fee Loans:** Emergency loans are available to UT Pan American students needing assistance in paying registration costs. Emergency loans must be paid back to the University during the same semester in which they are borrowed. An applicant will be assessed a \$20 processing fee per semester. Students may borrow up to the amount of tuition and applicable fees. Applications

and information about the Emergency Loan program are available at the Student Loan Collections Office, Room 214, Mary Alice Shary Shivers Administration Building.

#### **Federal Work-Study Program (FWS)**

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need. This program allows the student to earn money to help pay educational expenses and also encourages community service work and work related to the student's course of study.

The FWS salary will be at least the current federal minimum wage. Students employed by UT Pan American through the Federal Work-Study Program will be paid directly and once a month.

Work-study employment may be on campus or off campus. Off campus, the employer is usually a private nonprofit organization or public agency, and the work performed must be in the public interest.

The amount a student receives in wages under work-study cannot exceed the total Federal Work-Study amount awarded. The employer will consider the student's class schedule when preparing the work schedule. Funds are limited; therefore, funds are awarded at the discretion of the Office of Student Financial Services.

### **State Exemptions**

#### **Adopted Students Formerly in Foster or Other Residential Care**

This program provides exemption of tuition and required fees for individuals who were adopted; and were subject of an adoption assistance agreement under Subchapter D, Chapter 162, Family Code, that provided monthly payments and medical assistance benefits and was not limited to providing only for the reimbursement of nonrecurring expenses.

#### **Foster Care Students**

This program provides exemption of tuition and required fees for persons who were in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding their 18th birthday, the day of the student's 14th birthday if the student was eligible for adoption on or after that day, or the day the student received a high school diploma or equivalent. In order to take advantage of this exemption the student must enroll as an undergraduate no later than the third anniversary of date of discharge from that care or the 21st birthday.

#### **Senior Citizen Exemption**

Senior citizens may be exempt from payment of tuition for up to six credit hours per term on a space-available basis. A senior citizen is defined as a student of age 65 or older.

### **Hazlewood Act for Veterans**

The purpose of the Hazlewood Act (Section 54.203) is to encourage U.S. veterans to pursue higher education. To qualify for the Hazlewood Act the applicant must:

- Have resided in Texas for 12 months prior to registration.
- Be a bona fide legal resident of Texas at time entered service.
- Have served in armed forces in World War II, Korean Conflict, the Cold War, Vietnam, Grenadaera, Lebanon, Panama, Persian Gulf, the national emergency related to Sept. 11, 2001.
- Honorably discharged.
- Not eligible for federal education benefits.

Students are entitled, not to exceed 150 credit hours, to an exemption from payment of all dues, fees, and charges (excluding only student property deposits, student service fees, books, lodging, board or clothing) that would otherwise be paid to attend the University of Texas-Pan American.

### **Tuition and Fee Exemption for Children of Veterans of the Armed Forces**

Program for the children of members of the U.S. Armed Forces who were killed in action, who die or died while in service, who are missing in action, whose death is documented to be directly caused by illness or injury connected with service in the U.S. Armed Forces, or who become totally disabled for purpose of employability according to the Dept. of Veterans Affairs' disability rating as a result of a service-related injury.

For orphans or children of members of the Texas National Guard who after January 1, 1976 were killed while on active duty or became totally disabled for purpose of employability according to the Dept. of Veterans Affairs' disability rating as a result of service related injury.

These students must be Texas residents who resided in the state at least 12 months immediately preceding date of registration. They are entitled, not to exceed 150 credit hours, to an exemption from payment of all dues, fees, and charges (excluding only student property deposits, student service fees, books, lodging, board or clothing) that would otherwise be paid to attend the University of Texas-Pan American.

### **Ex-Prisoners of War Exemption**

This program is available to a student who is a resident of Texas and was a resident of Texas at the time of original entry into the armed forces, and was first classified as a POW on or after January 1, 1999. The student must enroll for at

least 12 semester credit hours. Student is exempted from tuition and required fees, student housing & food not to exceed 120 hours.

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

Program is available 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 Govt. Code 615.003). Death must have occurred in the line of duty as a result of a risk inherent in the duty. Student must enroll full time. Student is exempted from tuition and fees, student housing and food not to exceed bachelor's degree or 200 hours.

### **Exemption for Blind and Deaf Students**

A blind disabled person or a person whose sense of hearing is nonfunctional and is a Texas resident may be eligible for exemption from payment of tuition and required fees if appropriately certified by a state vocational rehabilitation agency. Contact the Texas Department of Assistive and Rehabilitative Services for more information.

### **Exemption for Firefighters Enrolled in Fire Science Courses**

Eligible students must be firefighters enrolled in course offered as a part of fire science curriculum. They are exempted from tuition and laboratory fees.

### **Exemption for Children of Prisoners of War or Person Missing in Action**

Eligible student must be a dependent person, under 25 years of age who receives majority of support from parent. Parent must be a resident of Texas on active military duty and classified by Department of Defense as a Prisoner of War or Missing in Action at time of the student's registration. They are exempted from tuition and required fees.

### **Distance/Off-Campus Learning Exemption**

Eligible students must be enrolled only in distance learning courses or other off-campus courses to be able to apply for this exemption. To be eligible, a student must prove special circumstances exist that preclude the student from utilizing activities, facilities and/or services on which a fee is based.

Submit a written request with supporting documentation (as needed) to:

Office of the Vice President for Business Affairs  
1201 W. University Drive  
Student Services Building, Room 5.101  
Edinburg, TX 78539-2999

Consideration for fee waivers will be determined prior to the 12th class day during a fall or spring semester or prior to the fourth class day during a summer term.

**Mandatory or Discretionary Fee Exemption:**

A student or specific category of students may apply for an exemption of mandatory or discretionary fees. Exemptions may be considered if a student will not utilize the activity, service or facility for which a fee is charged. Consideration may also be given if the exemption is in the best interest of the institution or is critical to the viability of an academic initiative. Exemptions will not be granted for tuition or laboratory fees.

Students must submit a written request with supporting documentation (as needed) to:

Office of the Vice President for Business Affairs  
1201 W. University Drive  
Student Services Building, Room 5.101  
Edinburg, TX 78539-2999

Consideration for fee waivers will be determined prior to the 12th class day during a fall or spring semester or prior to the fourth class day during a summer term.

**Fifth-Year Accounting Student Scholarship Program**

The Fifth-Year Accounting Student Scholarship Program was established to recognize and support outstanding scholars who plan to pursue careers in accounting and serve as Certified Public Accountants in the state of Texas.

The program can provide up to \$5,000 (lifetime maximum) to eligible students to assist with the cost of completing the educational requirements to sit for the CPA exam in Texas.

*In order to apply, students must:*

- Be classified as residents of Texas.
- Be enrolled at least half time
- Have completed at least 120 hours of college course work (including at least 15 semester credit hours of accounting) at the beginning of the term in which the award is being made
- Be making Satisfactory Academic Progress.
- Have not already taken the CPA exam, but plan to take the CPA examination in the State of Texas and are willing to sign a written statement confirming the intent to take the written examination conducted by the Texas State Board of Public Accounting for the purpose of being granted a certificate of "Certified Public Accountant."
- Register for the Selective Service or be exempt from this requirement, and
- Demonstrate financial need.

Applications are available in mid-June at the Student Financial Services office. Funding is limited therefore only complete applications will be considered.

**Professional Nursing Scholarship Program**

The purpose of this program is to provide financial assistance to students who are planning on becoming professional nurses. No individual award may be for more than the student's financial need. The maximum award is \$3,000. Some, but not all the funds are targeted to students from rural communities, while others are targeted to graduate students in nursing.

To apply, the student must:

- Be a Texas resident.
- Show financial need (FAFSA must be completed to show basis of need).
- Register for the Selective Service or be exempt from this requirement.
- Enroll in the classes leading to licensure as a professional nurse.
- Be enrolled at least half time.

Applications are available at the Student Financial Services office. Funding is limited therefore only complete applications will be considered.

**Mexican Nationals**

Citizens of Mexico may apply for a Nonresident Tuition Waiver. To be eligible, a student must have or obtain an F-1 student status, enroll full time and must apply before the required deadline dates. Students who have filed for permanent residency are not eligible. For information about this program, contact the Office of International Admissions and Services at the University Center, Room 113, 956/381-2922.

For additional information on any of these programs contact:

Student Financial Services  
Student Services Building, First Floor  
1201 W. University Drive  
Edinburg, TX 78539-2999  
Telephone: 956/381-2501  
E-mail: [finaid@utpa.edu](mailto:finaid@utpa.edu), [loans@utpa.edu](mailto:loans@utpa.edu)  
[scholarship@utpa.edu](mailto:scholarship@utpa.edu), [workstudy@utpa.edu](mailto:workstudy@utpa.edu)  
Web: <http://www.utpa.edu/finaid/>

Also visit the Texas Higher Education Coordinating Board Web site at <http://www.collegefortexans.com/>.

**Scholarships**

The University of Texas-Pan American awards a variety of scholarships through the University Scholarship Committee and departmental committees. These scholarships are based on various prerequisites and are intended

to recognize students for their outstanding academic accomplishments and future potential. These awards are made possible through the generosity of local as well as national business firms, organizations, individuals and University-endowed funds.

The majority of the scholarships are not automatically renewed, and students must apply each year for continued consideration. Although most awards are restricted to U.S. citizens and permanent residents of the United States, some are open to international students, who are encouraged to apply.

For a complete list of scholarships, visit [www.utpa.edu/scholarships](http://www.utpa.edu/scholarships) to view the UT Pan American Scholarship Guide. To be considered for scholarships at UTPA, students must complete The UTPA Excellence and Departmental Scholarship application online at [www.utpa.edu/scholarships](http://www.utpa.edu/scholarships). The scholarship process is very competitive, students are encouraged to apply early and make sure their applications are submitted and complete by December 1 of each year.

**Important:** It is UT Pan American's policy not to award institutional scholarships to students who have received aid (including institutional, state, federal and private sources) in excess of their cost of attendance. If your cost of attendance is exceeded, any UTPA scholarship(s) may be reduced or cancelled.

### Outside Scholarships

Many agencies, employers, military and service organizations award funds to students. Receipt of these external awards may result in a reduction of your financial aid from UT Pan American. Therefore, if you are a financial aid recipient, you must notify the Student Financial Services office, in writing, of any scholarships you are awarded from sources other than UTPA. To the extent possible, we will adjust loan awards before reducing grants.

It is also the student's responsibility to notify the Office of Student Financial Services of any special instructions or billing information regarding external scholarships. All checks for these awards should be made payable to The University of Texas-Pan American and sent to:

UT Pan American  
Office of Student Financial Services  
Attn: Scholarship Coordinator  
1201 W. University Drive  
Edinburg TX 78539-2999

No credit will be entered on your account before the check arrives. It is UTPA's policy to equally divide external scholarships between fall and spring.

### Fellowships

The University of Texas-Pan American awards a limited number of fellowships. Applications may be requested from the department or college awarding the fellowship.

## Enrollment

### General Information

#### Classification

**Post-baccalaureate** students are those who hold a bachelor's degree or higher from an accredited institution and are not enrolled in a graduate program but are enrolled in undergraduate classes

**Degree-seeking graduate** students are students who have earned a bachelor's degree and have been accepted to UT-Pan American for graduate study.

**Non-degree seeking graduate** students are students who have earned a bachelor's degree and are taking graduate courses for professional improvement.

**Doctoral students** have been accepted to a doctoral program.

#### Course Information

The information concerning the courses offered by each department (or college for interdisciplinary courses) will be found in the Graduate Course Descriptions section beginning on page 170. The listing includes the following information:

#### ◆ Course Number, Title and Contact Hours

If the course has defined weekly contact hours, these will be shown in brackets [ ] following the course title, with lecture hours first, laboratory hours second and clinical hours, if any, third. These contact hours are for the fall and spring semesters. Summer weekly contact hours will be adjusted according to the length of the summer session. (See page 170 in the Glossary for more information and example.)

#### ◆ Course Frequency Information

If the course is normally taught on a regular schedule, such as every fall or every fall and spring semester, this information is provided under the course title. If circumstances warrant, the schedule for offering the course may be changed without notice. Therefore, it is in the students' best interest, as well as their responsibility, to determine by other means (such as semester course schedules) when courses required for their degree programs are being offered. Program requirements will not be waived as a result of the course not being offered as indicated in the course frequency information provided in this catalog.

Courses not normally offered on a regular schedule are identified "as scheduled."

### ◆ Course Description

This portion of the course listing includes a brief description of the course content.

### ◆ Course Numbers

Courses are numbered to show both the collegiate level at which they are offered and the hour value of the course. The first digit shows the level, and the second digit shows the credit hours. The last two digits are departmental designations. For example, English 6300 shows that the course is taught at the graduate level and carries three hours of credit per semester.

5000-numbered courses through 7000-numbered courses: Graduate level - limited to students accepted for graduate study only.

8000-numbered courses: Doctoral level - limited to students accepted into a doctoral program only.

9000-numbered courses: Doctoral level internship, dissertation and special projects - limited to students accepted into a doctoral program only

Students must have been accepted into a graduate program or accepted as a non-degree seeking graduate student with permission of the department or graduate program to officially enroll in or audit master's or doctoral level coursework.

## Grading Policies

### Grading Policies

### ◆ Grading System

UT Pan American uses a 4.0 system. The following grades are used to designate achievement in coursework. Their corresponding grade values and points are indicated.

A	Excellent	(4 grade points per hour)
B	Good	(3 grade points per hour)
C	Satisfactory	(2 grade points per hour)
F	Failure	(0 grade points per hour)
P	Passing	(not considered in calculating grade points or attempted hours)
NP	No Pass	(not considered in calculating grade points or attempted hours)
S	Satisfactory	(not considered in calculating grade points or attempted hours)
U	Unsatisfactory	(not considered in calculating grade points or attempted hours)
IP	In Progress	(not considered in calculating grade points or attempted hours)
I	Incomplete	(not considered in

CR	Credit	calculating grade points or attempted hours)
NC	No Credit	(not considered in calculating grade points or attempted hours; however, hours are counted in total earned hours)
DR	Course dropped	(not considered in calculating grade points or attempted hours)
W	Withdrawal from School	(not considered in calculating grade points or attempted hours)

### Calculation of Graduate Grade Point Average (GPA)

The grade point average (GPA) is computed by dividing the total grade points earned by the total semester hours attempted. The Cumulative Grade Point Average is calculated using all coursework attempted. The current semester grade point average is calculated using only coursework attempted within a specific semester. Replacement of grades for courses previously taken is not allowed.

Attempted hours are the total number of hours for courses that a student has attempted, including failing grades such as "F," "DR" and "W."

Grade Points: Grade points are assigned based on the grade received multiplied by the number of credit hours. For example, a grade of "A" is equivalent to four grade points. If the course was offered for three credit hours, the grade points would be calculated as follows:

$$4 \text{ (for grade of "A")} \times 3 \text{ (hours)} = 12 \text{ grade points}$$

Grade points are assigned as follows:

#### Grade Grade Points

A	4 pts.
B	3 pts.
C	2 pts.
F	0 pts.

An illustration of the method of calculation of the grade point average follows:

Course No.	Grade	Points	Total	Points
ENG 6300	A	3 hours	X 4 pts. per hr.	= 12
COMM6340	B	3 hours	X 3 pts. per hr.	= 9
ENG 6360	A	<u>3 hours</u>	X 4 pts. per hr.	= <u>12</u>
		9		33

TOTAL ATTEMPTED HOURS = 9  
TOTAL GRADE POINTS = 33

To calculate the GPA for this example, divide the grade points by the attempted hours as follows:  
33 divided by 9 = 3.67

### Incomplete Grades

An Incomplete Grade (“I”) is a temporary grade given only during the last one-fourth of a term/semester and only if a student:

- (1) is passing the course to date, and
- (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

The student must arrange with the instructor to finish the course within one year by completing specific requirements. These requirements must be listed on a **Request for Grade of Incomplete** form signed by the instructor, student, department chair and Dean. Grades of “I” assigned to a course at the end of a regular semester would at the end of one year default to an “F”, unless the faculty member has already processed a grade change for the course.

Complete **Request for Grade of Incomplete** form with all required signatures must be received by the Office of the Registrar by the published deadline for faculty to enter grades or an NR grade will be entered. An NR grade will be converted to an F at the end of two weeks.  
above only in the case of compelling, non-academic circumstances beyond the student’s control.

### Grade Change

If an error in computation, evaluation or recording warrants a grade change, only the instructor may process a Change of Grade Form through the Office of the Dean of his or her college. If the grade change is made after graduation for a course taken prior to graduation, the change request form must have written justification by the instructor and the approval of the college dean. Change of Grade Forms may not be released to students, and must be sent directly from the appropriate academic department.

A student may access his or her grades by using ASSIST via telephone/956-381-3040, Web (assist.utpa.edu) and kiosk services. See page 48 for more information.

## Registration Procedures

### Registration

Students must officially register through the proper registration procedure to be eligible to receive credit for a course. Students will not be added to the official class rolls or grade sheets after the registration periods have closed. Per the Texas Higher Education Coordinating Board Rules and Regulations, students may not enroll in a course after the official census date (Ch. 9, Sub-chapter B, Sec. 9.31a).

ASSIST Registration (telephone and Web): Registration on the World Wide Web is available to currently enrolled students and students who apply by the published admission deadline for ASSIST registration. Academic advisement is mandatory to and be eligible for priority registration by ASSIST. Students with admission, disciplinary, financial or TSI holds will not be permitted to register until the hold has been cleared. A schedule change period is scheduled prior to the beginning of each semester. Students who register during the designated late registration period will be assessed additional late fees.

Computers are available in the Academic Services Building for Web registration.

If a student chooses not to attend a class or classes, he or she is responsible for officially dropping or withdrawing through the Office of the Registrar. (See the sections on Withdrawal from the University on page 40 and on Dropping a Course, respectively.) Students who decide not to attend and do not officially notify the Office of the Registrar will be responsible for tuition, fees and any other circumstances resulting from failure to officially drop or withdraw. Students must not assume that they will “automatically” be dropped from their classes if they do not attend or do not pay. (If a student has requested some form of financial assistance, payment may have been posted to his or her account.) Refer to the Registration Bulletin at [www.assist.utpa.edu](http://www.assist.utpa.edu) for refund schedules.

### Degree Plan

Students are expected to meet with their graduate advisor and file an official degree plan during their first semester of enrollment. The degree plan is agreed upon with the graduate program advisor and signed by the department chair and dean and submitted to the Graduate School for inclusion in the student’s official file. In general, a student may follow the degree requirements listed in this catalog by the respective departments of the University, thus planning a schedule of courses. However, having a degree plan on file is a requirement for graduation, and helps to avoid taking courses that will not satisfy degree requirements. If the student wishes to make changes to the filed degree plan, a signed change

form must be submitted to the Graduate School.

Students who change their major, area of concentration or teacher certification status and have been accepted for such must submit a new official degree plan.

#### **Advisement**

Prior to registering, students go through academic advisement through their graduate program to be counseled concerning the best selection of courses.

#### **Maximum Course Load**

The normal load for a full-time graduate student is nine hours in a regular semester. A student may be permitted to enroll for 15 hours with the approval of the dean of the college. Normal load during a summer session is six hours, with up to nine hours permitted with the approval of the dean of the college. In the case of doctoral students, approval to register for more than 12 hours must be given in advance by the Vice Provost for Graduate Studies, or his or her designee.

#### **Guidelines Related to Registration in Doctoral Courses**

1. Registration in an individual studies, research or similar course shall imply an expected level of effort on the part of the student comparable to that associated with the same credit value.
2. A doctoral student not on campus who is required to register solely for the purpose of satisfying a continuous enrollment requirement shall be required to register for no more than three hours during each term.
3. Only in unusual circumstances shall a doctoral student register for more than 12 hours in a given semester or summer session and then only if approved in advance by the dean of the college and the Vice Provost for Graduate Studies.

#### **Maximum Period for Completion (Doctoral Degrees)**

A student has a maximum of 10 years from the date of first entry into doctoral-level courses to complete the degree. Under special circumstances, an extension for an additional year may be granted by the student's Doctoral Dissertation Committee (DDC). If the student surpasses the 10-year limit, his or her DDC will determine if the student will be permitted to continue in the program and what additional coursework or activities will be required to complete the degree.

For information on maximum period for completion for students pursuing a master's degree, see Master's Degree Requirements on page 45.

## **Registration Policies**

### **Dropping a Course**

A student is "dropping" a course or courses if he or she remains enrolled in a minimum of one credit hour after all course drops have been completed. Students who drop

all classes for which they are enrolled are considered to have withdrawn from the University for that semester. (For more information on withdrawal, see the section below on Withdrawal from the University.)

To drop a course or courses after the official census date (after all registration functions are completed for the semester), a student must: (1) obtain a Class Drop Form from the Office of the Registrar, (2) obtain the signature of the instructor of record on the form, and (3) return the completed form to the Office of the Registrar, Student Services Building, Room 1.150.

All course drops must be completed during the first 75% of the semester or term (refer to the University calendar in this catalog or the "Registration Bulletin" for deadline dates). Students dropping during this time will receive a grade of DR. After the deadline student remains on the class roll and received the letter grade he/she earns.

If a student chooses not to attend a class or classes, he or she is responsible for officially dropping or withdrawing through the Office of the Registrar. Students who decide not to attend and do not officially notify the Office of the Registrar may be responsible for tuition, fees and any other circumstances resulting from failure to officially drop or withdraw. Students must not assume that they will "automatically" be dropped from their classes if they do not attend or do not pay. (Although the student may not have paid for classes personally, payment may have been posted to his or her account by a financial assistance agency. It is important that the student officially notify the Office of the Registrar of his or her intention not to attend.) Refer to the Registration Bulletin on the Web at: [www.assist.utpa.edu](http://www.assist.utpa.edu).

### **Withdrawal from the University**

To withdraw from the University, a student must complete a formal withdrawal procedure through the Office of the Registrar prior to the end of a regular semester or one week prior to the end of a summer session. Withdrawals must be requested by completing the appropriate withdrawal form, or by providing written notification, to the Office of the Registrar, Student Services Building, Room 1.150, 956/381-2201.

A student withdrawing during the first 75% of the semester or term (refer to the University calendar in this catalog or the "Registration Bulletin" for deadline dates) will receive a grade of W. After the deadline student remains on the class roll and receives the letter grade he/she earns. Refer to the Registration Bulletin on the Web at [www.assist.utpa.edu](http://www.assist.utpa.edu) for refund periods.

#### **Non-Credit Enrollment**

Students have the option of enrolling in a course for non-credit, which allows the student to participate fully in the course but not to receive a grade or to count the course in fulfilling degree requirements. Enrollment for non-credit

requires the same payment of tuition and fees as enrollment for credit. (Students may also audit courses for a lesser fee; this normally allows only limited participation. For more information on auditing a class, see below.)

A student who enrolls in a course for credit may change the enrollment to non-credit by completing a Non-Credit Form in the Office of the Registrar, Student Services Building, room 1.150, no later than 30 calendar days into a regular semester or 10 calendar days into a summer session from the date classes begin.

### Auditing Classes

Students must obtain special permission from the instructor of record to audit or visit a class. Students who wish to audit graduate classes (5000-9000 level) must be eligible to enroll in the course for credit before they will be allowed to audit. Students auditing classes do not receive academic credit and do not have the course or courses listed on their academic record. One may enroll as an auditor at any time by: (1) obtaining a class audit form at the Office of the Registrar, (2) having it approved by the instructor of the class to be audited, (3) paying the required fee at the Office of Payments and Collections and (4) using the receipt as an admission card to the class. Such approval may be granted only when space is available and if the instructor permits the student to be a visitor.

Instructors reserve the right to refuse any request to visit a course. Enrollment as an auditor does not permit the enrollee to take examinations, have tests or other papers checked by the instructor, or to participate in the class discussion. Audited courses are not posted on the student's permanent record. Audit fees (\$20 per course) are non-refundable and may not be appealed. Individuals who are not regularly enrolled students at the University are also eligible to audit classes subject to the regulations stated above.

### Reservation of Work by Undergraduates for Graduate Credit

It is possible for undergraduate students to enroll in up to six hours of graduate (master's) courses in their last semester of their undergraduate degree under the following conditions:

1. The undergraduate student must lack no more than 12 hours of work to complete all requirements for his or her first bachelor's degree.
2. These 12 hours (or less) must be completed in the same semester, or two six-week summer sessions, in which the student is taking the graduate courses.
3. Total enrollment must not exceed 15 semester hours in a regular semester, or 12 semester hours in two six-week summer sessions.
4. The student has a minimum graduate admission GPA of at least a 2.5 (on a 4.0 scale) on work completed to date. (For information on the calculation of graduate admission GPA, see page 20.)
5. The application for such graduate work is submitted to the Graduate School.

NOTE: Undergraduates cannot count work in graduate courses toward the bachelor's degree. Such work will be

reserved for credit toward a graduate degree.

The student's admission status will be conditional until he or she receives a bachelor's degree and meets any other necessary requirements, i.e., academic standing, submission of certain documents, etc.

## Other Procedures

### Identification Cards

Every student enrolled at The University of Texas-Pan American must possess an official identification card, issued through the supervision of the Dean of Students. The card remains the property of The University of Texas-Pan American.

The card must be presented for:

- Any University or department-sponsored activity.
- Admission to all intercollegiate athletic events.
- Identification for cashing checks on campus.
- Authorization to resell books to the University Bookstore or Student Book Exchange.
- Checking out equipment from the Student Union Recreation Room.
- Identification for receipt of transcripts at the Office of the Registrar.
- Identification for receipt of awards from Student Financial Services.
- Use of the University food service meal plans,
- Use of recreation facilities.
- Use of the Student Health Services.
- Purchase of campus parking permit.
- Campus library privileges.
- Voting in campus elections and referenda.
- Identifying oneself to a University official when requested to do so.
- Use of computer equipment in computer labs.

This card is non-transferable. First-time graduate students will receive their original ID cards at no charge. A service charge of \$7 will be required for cards processed during subsequent semesters and for replacement cards. Loss or mutilation of cards must be reported to the Office of Student Activities, University Center, room 205. Fees are subject to change.

Students may not have in their possession more than one student ID card at the same time. This includes teaching assistant cards, which are special identification cards given to students who are employed by the University as teaching assistants. For more information, call the Office of Student Development at 956/381-2660.

### Name Change

A student or former student may change the full, legal name on his or her permanent academic record by completing a Change of Name Form and submitting the appropriate documentation as follows to the Office of the Registrar, Student Services Building, Room 1.150.

1. Misspelling: Student must present a copy of the birth

certificate.

2. **New Legal Name:** Student must present a copy of the signed court order showing the authorized new legal name.

3. **Marriage:** If a student wishes to assume his or her spouse's name, the student must present a copy of the marriage certificate.

4. **Divorce:** A student who wishes to discontinue the use of a married name and resume the use of their former name, or another name, must present a divorce decree or signed court order showing court restoration of their former, or other, name.

### **Change of Address and/or Telephone Number**

If a student changes his or her address or telephone number, he or she is expected to notify the Office of the Registrar in writing immediately or change it online at ASSIST ([www.assist.utpa.edu](http://www.assist.utpa.edu).) The student will be held responsible for any communication from University offices sent to the address last given to the Office of the Registrar. No special consideration will be given to students who move and fail to receive the communication. Students whose mail is returned to the University will not receive additional communication until an address change has been submitted.

### **Enrollment Verification**

Enrollment for a given semester cannot be certified until after the official census date for the semester, which is the 12th class day of a fall or spring semester and the fourth class day in a summer session. After this date, students may be classified as full-time, half-time, less than half-time, not enrolled or withdrawn.

**Full-time graduate** — A graduate student who is enrolled for at least nine hours of credit during a regular semester, or at least four hours of credit during a summer session.

**Half-time graduate** — A graduate student who is enrolled for at least six hours of credit during a regular semester or three hours of credit during a summer session.

Enrollment verification for lending agencies is requested at the Student Financial Services office, Student Services Building, First Floor. Verification of enrollment for personal use (i.e., insurance companies, employment) is requested at the Office of the Registrar.

### **Transcripts**

A student may secure an official transcript of his or her UT Pan American record by presenting picture identification at the Office of the Registrar, or by requesting the transcript in writing from the Office of the Registrar or on the web at [assist.utpa.edu](http://assist.utpa.edu). Transcripts will be issued at no charge. The term "transcript of records" is understood to refer to the recorded results of the student's work in the classroom and is a comprehensive record of an individual's total academic progress at UT Pan American. This statement will contain all the important facts pertaining to the student's admission, academic level

and academic achievements. No partial or incomplete classroom records (for example, with grades of "F" omitted) will be given. Students who owe debts to the University, are delinquent or in default on a student loan, or owe a repayment on a student grant overpayment will have their official transcripts withheld until the university debts are paid or satisfactory arrangements have been made to repay the student loan or student grant overpayment.

## **Attendance Policies**

### **Attendance**

In accordance with the policy on absences in the University's Handbook of Operating Procedures, regular attendance in all meetings of courses for which the student is registered is expected. When a student is absent excessively (when in the judgment of the instructor the student has missed more work than can be made up successfully), the student may be dropped from the course with a grade of "DR." The Office of the Registrar will notify the student that he or she has been dropped from the course. A student who enrolls for a course and then does not attend is considered absent from class until the student officially drops the course.

If the student does not plan to attend the course, he or she must officially drop or withdraw through the Office of the Registrar by the published deadline dates. Students will be responsible for all tuition, fees and grades received in classes in which they do not officially drop or withdraw. (See the Registration Bulletin at [www.assist.utpa.edu](http://www.assist.utpa.edu) for refund periods for drops and withdrawals.)

### **Absences on Religious Holy Days**

#### **1. Definition**

Religious holy days means holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 Tax Code.

#### **2. Rules**

A student who is excused from classes for the observance of a religious holy day are required to inform their class instructors at least one week in advance of the absence and arrange with the instructor to make up missed work or missed examinations.

Instructors are encouraged to provide those students the opportunity to make up the work (either prior to or after the anticipated absence) or otherwise adjust the grading to ensure that the student is not penalized for the absence.

### **Absences for University- Recognized Activities**

Students absent while representing the University in officially recognized University activities (such as athletic events or scholastic or student development activities) are required to inform their class instructors at least one week in advance of the absence and arrange with the instructor to make up missed work or missed examinations. Instructors

are encouraged to provide those students the opportunity to make up the work (either prior to or after the anticipated absence) or otherwise adjust the grading to ensure that the student is not penalized for the absence.

## Special Populations

### Persons with Disabilities

UT Pan American will not discriminate against any individual on the basis of a disability or because of Vietnam Era/Disabled Veteran Status in either admission to, or treatment of employment in, its programs and activities. Students with disabilities should visit the Office of vvvv prior to registration to receive information on the variety of services available. The office is located in Emilia Schunior Ramirez Hall, Room 1.101, Voice/Telecommunications Device for the Deaf (TDD) 956/316-7092. Non-students should contact the Equal Opportunity Office in the Student Services Building, Room 6.105, at 956/381-2127.

The Texas Rehabilitation Commission also provides services for individuals with disabilities.

For more information, see pages 43.

### Veterans

The Office of the Registrar sections certifies veterans to receive educational benefits for attendance at UT Pan American. Financial Aid Personnel coordinate activities with the veterans certification officer in the Office of the Registrar, Student Services Building, Room 1.150, 956/3812731. Students receiving VA educational benefits must make progress toward a degree as specified in this catalog under Satisfactory Progress and Scholastic Probation and Suspension (see page 30) in this catalog under Satisfactory Academic Progress and Scholastic Probation and Suspension.

### Military Absence

Under certain circumstances, a student who is required to participate in active military service is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service. Readmission guidelines for a student who withdraws to perform active military services are as follows. These guidelines apply to a student who withdraws from an institution of higher education to perform active military service a member of the United States armed forces or the Texas National Guard, except that this section does not apply to a student who withdraws from an institution solely to perform one or more training exercises as a member of the Texas National Guard.

a. For any academic term that begins after the date

a student is released from active military service but no later than the first anniversary of that date, the institution of higher education from which the student withdrew shall admit the student, without requiring reapplication of charging a fee for readmission, if the student is otherwise eligible to register for classes at the institution. On readmission of the student under this subsection, UTPA shall: 1. provide student any financial assistance previously provided by the institution to student before student's withdrawal if student meets current eligibility requirements for the assistance, other than any requirement directly affected by the student's service, such as continuous enrollment or another similar training requirement; and 2. allow student the same academic status that student had before student's withdrawal, including any course credit awarded to the student by the institution. b. UTPA requires reasonable proof from a student of the fact and duration of the student's active military absence.

## Continuous Enrollment

All graduate students are expected to enroll and pay tuition and fees by the 12th class day of the fall and spring semester of each academic year until graduation. If the student has reached the thesis/research paper/project or dissertation state of their graduate program, enrollment in the thesis, affiliated studies or dissertation course is required each fall and spring semester until completion. Students applying for summer graduation must be enrolled in the dissertation/thesis course during the summer session in which he or she intends to graduate. Departments can determine the number of hours required each semester to accomplish continuous enrollment. The only alternative to continuous enrollment is a leave of absence (see following section).

If the student who is not approved for a leave of absence fails to enroll by the 12th class day, she/he may not return to the University without applying for readmission. The student must apply for readmission to the Graduate School and must pay the application fee if absent for more than one year. The student may be accepted for readmission, or the student may be denied readmission by either the Graduate School or graduate program.

### Leave of Absence

Graduate students may apply in writing for a leave of absence for no more than two long semesters. This request must be approved in advance of the leave by the graduate advisor, program director, dean of the college, and the Vice Provost for Graduate Studies. The student on leave must reapply for admission in order to return to the University,

but readmission during the approved period of the leave is automatic and the application fee is waived. A leave of absence does not change the time limit for completion of the student's graduate program of study.

### Scholastic Probation and Suspension of Graduate

A minimum grade point average overall (cumulative) of 3.0 (B) is required for a graduate degree. Every semester hour of "C," must be balanced by one of "A," since an overall average of "B" is required for a degree. Should graduate or doctoral students make less than a "B" average (3.0 GPA) in a given semester, they will be placed on scholastic probation. During the following semester or summer session, they must recoup an overall "B" average or be automatically suspended. Students may be readmitted only after petitioning the dean of the college and receiving approval from the dean and the Vice Provost for Graduate Studies. Master's students with other than clear admission are subject to criteria set forth under the sections on probationary and tentative admission on page 29, respectively.

**IMPORTANT NOTE:** All students are responsible for knowing whether they are eligible to continue at the University. An ineligible student who nevertheless registers, or has registered prior to completion of the semester in which academic standing is determined, shall be dropped and cannot attend classes. Students shall not receive special consideration for lack of knowledge of scholastic status, regardless of whether the student registered and paid fees.

## Graduate Degree Information

### Degree Programs

UT Pan American offers the following types of graduate curricula:

1. Graduate curricula leading to one of the following master's degrees conferred by the University:
  - Master of Accountancy (MACC)
  - Master of Arts (MA)
  - Master of Arts in Interdisciplinary Studies (MAIS)
  - Master of Business Administration (MBA)  
Integrated Program: "Bachelor of Business Administration/Master of Science in Accounting (BBA/MSA)
  - Master of Education (MEd)
  - Master of Fine Arts (MFA)
  - Master of Public Administration (MPA)
  - Master of Science (MS)
  - Master of Science in Engineering (MSE)
  - Master of Science in Criminal Justice (MSCJ)
  - Master of Science in Nursing (MSN)

- Master of Science in Interdisciplinary Studies (MSIS)
  - Master of Science in Social Work (MSSW)
2. Graduate curricula leading to certification for teachers and administrators at the master's degree level.
  3. Graduate curricula leading to the Doctor of Philosophy (Ph.D.) with a major in business administration or a major in rehabilitation counseling, the doctor of education (Ed.D.) in educational leadership, and the Pharm.D. in Pharmacy in cooperation with The University of Texas at Austin.

### Graduate Degrees and Certifications

Graduate degrees are offered in the following fields:

#### Graduate Degrees

##### DOCTORAL DEGREES

College of Business Administration  
Business Administration (Ph.D.)

College of Education  
Educational Leadership (Ed.D.)

College of Health Sciences and Human Services  
Rehabilitation Counseling (Ph.D.)  
Pharmacy (Pharm.D.) in cooperation with The University of Texas at Austin

##### MASTER'S DEGREES

College of Arts and Humanities  
Art (MFA)  
Communication (MA)  
Creative Writing (MFA)  
English (MA)  
English as a Second Language (MA)  
History (MA)  
Music (MM)  
Spanish (MA)  
Theatre (MA)  
Master of Arts in Interdisciplinary Studies (MAIS)  
Concentrations in  
English  
History  
Music  
Spanish

College of Business Administration  
Business Administration (MBA)  
Accountancy (MACC)  
Accounting (MSA)

College of Education  
Bilingual Education (MEd)

Early Childhood Education (MEd)  
 Educational Administration (MEd)  
 Educational Diagnostician (MEd)  
 Educational Leadership (Ed.D.)  
 Elementary Education (MEd)  
 Gifted and Talented Education (MEd)  
 Guidance and Counseling (MEd)  
 Kinesiology (Physical Education) (MS)  
 Reading (MEd)  
 Secondary Education (MEd)  
 School Psychology (MA)  
 Special Education for the Culturally  
 and Linguistically Diverse Learner (MEd)  
 College of Health Sciences and Human Services  
 Adult Health Nursing (MSN)  
 Communication Sciences and Disorders (MS)  
 Family Nurse Practitioner (MSN)  
 Occupational Therapy (MS)  
 Pediatric Nurse Practitioner (MSN)  
 Physician Assistant Studies (MPAS)  
 Rehabilitation Counseling (MS)  
 Social Work (MSSW)

College of Science and Engineering  
 Biology (MS)  
 Chemistry (MS)  
 Computer Science (MS)  
 Engineering (MSE)  
     Electrical  
     Manufacturing  
     Mechanical  
     Engineering Management  
 Information Technology (MSIT)  
 Mathematical Science (MS)  
 Mathematics Teaching (MS)  
 Master of Science in Interdisciplinary Studies  
 (MSIS)\*  
     Chemical Education  
     Physics

College of Social and Behavioral Sciences  
 Criminal Justice (MSCJ)  
 Clinical Psychology (MA)  
 Experimental Psychology (MA)  
 Public Administration (MPA)  
 Sociology (MS)  
 Master of Arts in Interdisciplinary Studies (MAIS)  
     Concentrations in Anthropology  
     Global Security Studies and Leadership

## CERTIFICATION PROGRAMS

College of Education  
  
 Graduate Teacher Education - Secondary Education  
 Graduate Teacher Education ñ Kinesiology  
  
 Department of Curriculum and Instruction

Reading Specialist

Department of Educational Psychology  
 Licensed Professional Counselor

Department of Educational Leadership  
 Principal's Credential  
 Superintendent's Credential

## Graduate Curriculum

1. The curriculum in each graduate program will include knowledge of literature of the discipline.
2. The curriculum in each graduate program will ensure ongoing student engagement in research and/or appropriate professional practice and training experiences.
3. Faculty with graduate faculty membership will teach graduate courses and provide thesis/dissertation supervision.

## Doctoral Degree Requirements

For specific requirements, see the catalog sections on the doctorate in business administration on page 94, the doctorate in educational leadership on page 115, the doctorate in rehabilitation counseling on page 133, and the cooperative doctorate in pharmacy on page 118.

Once a student registers for the dissertation, he or she must continue to enroll in the appropriate dissertation course each succeeding semester (except summer sessions) until the dissertation is completed.

## Master's Degree Requirements

The following are requirements for a master's degree:

1. A student cannot receive two master's degrees at the same time. Students who wish to pursue more than one major that fall under different disciplines, must decide at the point of graduation the type of degree he/she will receive. For students wishing to pursue a new degree, please refer to the section of "Additional Master's Degrees" on page 47.
  2. Thirty-six hours of coursework or, with the thesis option, 24 hours of coursework plus six hours for the thesis will be required. Once a student registers for the thesis, he or she must continue to enroll each succeeding semester (except summer sessions) until the thesis is completed. Credit is counted only once per thesis course level.
    - Thirty-six hours of coursework are required for the Master of Business Administration (MBA).
    - The MS in Rehabilitation Counseling requires 48 hours, including three hours for practicum and nine hours of internship/thesis/research project.
    - Forty-eight hours are required for the clinical psychology option of the MA in Psychology.
    - Other degree programs may require additional hours.
- For more information, see the sections of the catalog that pertain to the specific degree programs.

3. During or at the end of the student's final semester of work, the student may be given a comprehensive written examination as required by the graduate degree program. Students must arrange comprehensive examinations with their advisor prior to graduation.

4. Degree programs may allow a student the option to include a maximum of six semester hours of work that is not a part of the student's major field. It is the option of each graduate program to determine if graduate courses taken outside of the college are acceptable.

5. A maximum of 18 hours in 5000-level courses may be taken for graduate credit toward a master's degree and/or as required by program accreditation standards.

6. Seven-Year Time Limit: All requirements must be completed within one seven year period. Work more than seven-years-old will not meet graduation requirements and can be reinstated only by special permission of the Vice Provost for Graduate Studies.

7. A student must have a cumulative GPA of at least 3.0 in master's coursework.

8. Residency: The majority of credits toward a graduate degree must be earned in residence.

## Dissertation and Thesis Requirements

Each college and/or department may have its own guidelines for the development and completion of the dissertation or thesis. A master's level student considering the thesis option should contact the department head or graduate studies director in his or her college or program for specific procedures. A doctoral student should refer to the dissertation requirements and procedures in the program's degree information or contact the doctoral program director.

A manual that details the University requirements for the format and submission of a dissertation or thesis is available on the Graduate School Web site. Before submitting an approved dissertation or thesis and required copies (see below), the student must pay a fee at the Office of Payments and Collections for binding and/or publication of the dissertation in Dissertation Abstracts or of the thesis abstract in Masters Abstracts. If a student wishes to copyright the dissertation or thesis, an additional fee must be paid. The student must present a receipt for these fees at the time of submission. Fees may also be posted on the student's account to be paid online.

The original thesis and two copies (signed by the student's supervisory committee) and must be submitted to the Graduate School as well as payment made to the Office of Payments and Collections or online for the required fees, at the latest, the day before commencement ceremonies are scheduled for that semester. (See the calendar beginning on page six for the exact dates.) A department may require additional copies of the thesis (at additional binding expense to the student). A student will not be certified for graduation unless the thesis is submitted to the Vice Provost for Graduate Studies and the appropriate fees paid.

Individual department deadlines for submission of

a thesis to the student's supervisory committee will be established to complement the thesis time schedule of the Graduate School.

If a student wishes to have additional copies of the thesis bound for personal use, the student may do so at additional cost. Copies of students' thesis and dissertations will be available to the public in the UTPA library.

## Interdisciplinary Programs

UT Pan American offers two interdisciplinary degree programs at the graduate level, the Master of Arts in Interdisciplinary Studies (MAIS) and the Master of Science in Interdisciplinary Studies (MSIS).

### Master of Arts in Interdisciplinary Studies

This degree offers the student the option of obtaining a broader background at the master's level, rather than specializing in a particular area. The degrees both have the same basic structure:

#### Non-thesis Option

Eighteen hours in Discipline One (concentration area)

Nine hours in Discipline Two

Nine hours in Discipline Three

#### Thesis Option

The thesis option provides a similar distribution of hours, but with the thesis being completed in place of six hours of coursework.

The following areas — anthropology, English, history, music, and Global Security Studies and Leadership have defined the courses required for a concentration in their area. See pages 74, 80 and 164 respectively.

### Special Requirements for the MAIS

1. At least 12 hours but no more than 18 hours of graduate work must be taken in the primary area of concentration. Anthropology, English, history, music and Global Security Studies and Leadership have defined concentration areas in this catalog.

2. At least six hours of coursework in the area of concentration must be upper-level graduate work (6000-level).

3. At least three hours of coursework must be taken in research methods or statistics in the area of concentration.

4. At least 12 hours must be taken outside the field of concentration. These courses must be taken from at least two additional disciplines.

5. No more than 12 hours of coursework may be taken from the College of Education. A maximum of six hours may be taken in the College of Business Administration.

6. Students seeking the MAIS degree must successfully complete 36 hours of graduate work (30 if they choose to conduct a thesis) and meet all other University and program requirements.

7. All requirements must be completed within one seven-year period. Work more than seven years old will not meet graduation requirements unless reinstated by special permission of the Vice Provost for Graduate Studies.

## MASTER OF SCIENCE IN INTERDISCIPLINARY STUDIES

This degree offers the student the option of obtaining a broader background at the master's level, rather than specializing in a particular area. The degrees both have the same basic structure:

### Non-thesis Option

- Eighteen hours in Discipline One (concentration area)
- Nine hours in Discipline Two
- Nine hours in Discipline Three

### Thesis Option

The thesis option provides a similar distribution of hours, but with the thesis being completed in place of six hours of coursework.

The following areas physics and chemical education - have defined the courses required for a concentration in their area. See pages 145 respectively.

### Additional Master's Degrees

A student seeking an additional master's degree must:

1. Complete a minimum of 30 hours of additional graduate credit (or 24 hours for thesis option) in UT Pan American courses for each additional master's degree sought.
2. Complete all requirements for the additional major, including admissions, as set forth in this catalog or by the graduate degree program.
3. Complete all requirements for the additional degree, including grade point average requirements, elective courses, etc. as set forth in this catalog.

A maximum of six hours of credit for courses from one master's degree may count toward the credit requirements for other master's degrees. See the appropriate graduate advisor for details.

## General Information

### Graduation Under A Specific Catalog

The degree requirements that must be completed for graduation will be those in effect at the time of the student's entrance or those provided in a subsequent catalog. In any case, the catalog used to determine the degree requirements must not be more than seven-years-old for students seeking a master's degree and 10 years old for students seeking a doctoral degree.

Any changes in the degree plan to comply with a later catalog must be approved by the department chair and the dean of the college.

## Teaching Certificates

Requirements for teaching certificates in various fields or areas are shown in the respective academic sections of this catalog. General information is shown on page 47 for graduate students and is listed in the Undergraduate Catalog for undergraduate students.

Consult the Office of the Dean of the College of Education for full details on all certification requirements.

### Degree Plan

All graduate students must submit a degree plan outlining their coursework by the end of their first long semester of graduate coursework. The degree plan must be signed by an advisor, department chair and dean, then submitted to the Graduate School for inclusion in the student's official file.

## Graduation Policies and Procedures

### ◆ Application for Degree

All students who intend to receive a degree from UT Pan American must submit a completed Application for Degree Form to the Graduate School by the published deadlines in the University Calendar. Applications received after the deadlines may be processed for the next available graduation date. These deadlines are necessary in order for prospective graduates to be notified of any deficiencies in time to register for the appropriate coursework.

### ◆ Graduation Fee

A nonrefundable graduation fee of \$32 is charged for undergraduate and graduate degrees. This fee is payable at the Office of Payments and Collections, Student Services Building, Room 1.145, at the time the candidate presents the Application for Graduate School. This fee is used to pay for the processing of applications for graduation, music, graduation speakers, postage, diplomas and other expenses associated with graduation.

### ◆ Transfer of Graduation Date

Prospective graduates who have submitted their Application for Degree Form and do not meet graduation requirements for that graduation date must "transfer" their application to a later graduation date. Students will be required to pay an additional \$10 fee each time the

graduation date is transferred.

#### ◆ Filing of Dissertation and Master's Thesis

For students who are graduating under the thesis option, the original thesis and two copies (signed by the student's supervisory committee) and a receipt for the required fees must be submitted to the Graduate School 30 days prior to graduation. The specific deadline date is listed in the academic calendar in this catalog, beginning on page six.

#### ◆ Commencement Exercises

The University of Texas-Pan American holds commencement exercises and confers degrees three times each year — in December, May and August.

#### ◆ Regalia (Cap and Gown)

All students participating in the commencement ceremony are required to purchase the proper graduation regalia from the University Bookstore. (No students will be permitted to participate without the proper regalia.)

#### ◆ Correspondence

In order to ensure that information regarding graduation requirements, deficiencies and commencement exercises are received on a timely basis, the student's correct address must be on file with the Office of the Registrar. Prospective graduates will not receive special consideration for lack of knowledge of graduation requirements, deficiencies or deadlines.

## Academic Support Services

### University Library

The University Library is the campus center for resources that support the academic programs at The University of Texas-Pan American. The four-story brick and glass structure contains 202,000 square feet. The cornerstone of the building was dedicated on April 10, 1978; a modern addition was completed in early 1999.

The Library houses a collection of over 655,000 print and online books, over 159,000 government documents, more than 30,000 print and online journal subscriptions, Over a million microform units and over 26,000 audiovisual items. Library collections and databases may be accessed at workstations throughout the building, on and off campus. Instructional services are provided in state-of-the-art-classrooms. Of interests to the region are the special collection materials contained in the Lower Rio Grande Valley Historical Collection and the Rio Grande Folklore Archive. Materials available pertain to the Texas counties of the Rio Grande Valley and northeastern Mexico.

The library has close to 300 microcomputer work stations connected to the Library local area network (LAN) and available for accessing information resources and e-mail.

Connectivity with the Internet provides access to UTPA online catalog and online full text resources as well as the catalogs of other library collections. Library patrons are offered services that include reference and information consultation and assistance, computerized database searching, interlibrary loan and library use instruction.

All UT Pan American students must be registered in order to borrow materials from the library and use other services during the fall and/or spring semester(s). Graduate students who are registered in the spring semester will automatically receive privileges for the summer sessions. Students who are not registered during the fall or spring semester(s) may obtain the public patrons card.

The benefits of the Public Patrons card extended for one full year are that members:

- May check out materials according to circulation policies

Students enrolled in cooperative programs: Students enrolled in cooperative programs must be registered in either the cooperating institutions to have library privileges. These students can use UTPA library services by obtaining Texshare Card from their original institutions.

Students with incomplete courses: Un-enrolled UT Pan American students with incomplete courses during the fall or spring semesters need to purchase the Public Patrons Library card if they wish to use the library services.

All online resources of the University Library are available throughout the year, detailed information about hours and services may be obtained at the circulation desk or the Library Web site at [www.lib.utpa.edu](http://www.lib.utpa.edu), or by calling 956/381-3306 or voice/TDD 956-381-2763.

### English Language Institute

The English Language Institute provides English language instruction to students, professionals and other individuals whose first language is not English; enhances ESL students' ability to participate successfully in an American cultural environment; and academically prepares students to pursue a degree at an American university. The English Language Institute has offered non-credit intensive and semi-intensive instructional English programs to nonnative speakers from the community and abroad since 1972. *Lamar Building, Room. 1,* phone: 956/381-2133. e-mail: [eli@utpa.edu](mailto:eli@utpa.edu). Web site: <http://www.utpa.edu/eli>.

### Advanced Services for Student Information Supported by Technology (ASSIST)

In order to provide students with easy access to student information, The University of Texas-Pan American developed ASSIST (Advanced Services for Student Information Supported by Technology).

With ASSIST technology, students may access general, academic and financial information from home or any place they have access to the Web. Personal information is

protected by the student's UTPA Username and Password. Students receive these as a part of the admission process. For assistance the student may contact the IT Help Desk located in the Academic Services Building, Room 1.102.

## Official means of communication with students and UTPA

The official means of student communication from The University of Texas-Pan American regarding administrative issues is the preferred e-mail address in the student's record in the BANNER Student Information System. Important information, such as *financial aid award notification, registration information, payment deadlines, how to access bills and grades*, is sent to the student's preferred email address. It is the student's responsibility to ensure their preferred email address is correct and valid. Updates can be made via ASSIST. The student is also responsible for checking this email account frequently especially at the beginning and end of the semester

A Registration Access Code (RAC) and PIN are required to access ASSIST registration services. The RAC is issued to students by an academic advisor each semester.

ASSIST services include the following:

Kiosk Information Stations: Currently, 15 kiosk information stations are located across the UT Pan American campus, with plans to add more stations in the future. These stations are located in the Administration Building, Academic Services Building, Business Administration Building, Communication Arts and Sciences Building, Education Building, Engineering Building, Health Sciences East Building, Physical Education II Building, Science Building, Social and Behavioral Sciences Building, Student Union, Student Services Building, University Library and the Visitors Center.

Kiosk services include:

- Campus Map and Directory
- Calendar of Events
- Staff and Faculty Job Openings
- General Information: Course Availability, Department List, Standard Forms
- Financial Aid Awards (PIN required)
- Student Records (PIN required):  
Account Balance,
- Admission Status, Grades/Unofficial Transcript, Student Schedule, Degree Audit

Voice Response (Telephone) System: Information on admissions, grades, registration and payments can be accessed through the voice response system with a touch-tone phone. (These are not toll-free numbers.)

Voice Response services include:

- Records and Registration — 956/381-3040
- Application Status
- Deadline Dates/How to Apply

- Requirements for Admission
- Texas Success Initiative (TSI) Information
- Grades (PIN required)
- Registration Information
  - Class Schedule (PIN required)
  - Dates and Procedures
  - Registration Holds (PIN required)
  - Transcript Information
  - Dates Available/How to Request Registration 956/381-3000 (RAC and PIN required)

Payment may be made with your VISA, MASTERCARD, or DISCOVER via ASSIST:  
ASSIST Telephone Payment: 956/381-3030  
ASSIST Web Payment: [www.assist.utpa.edu](http://www.assist.utpa.edu)

KIOSK Payment at 15 locations:

- Academic Support Services Building
- Administration Building
- Business Administration Building
- Communication Arts and Sciences Building
- Education Building
- Engineering Building
- Health Sciences East Building
- Physical Education II Building
- Science Building
- Social and Behavioral Sciences Building
- Student Services Building
- Student Union Building
- University Center
- University Library
- Visitors Center

Payments and Collections — 956/381-3030

- How to Pay Fees/Office Location
- Tuition Information/Deadline Dates
- Current Balance/Residency Status (PIN required)
- Request Parking Permit (PIN required)
- Credit Card Payment (PIN required)

Web for Students: Admission, grade, registration and financial information can be accessed on the Web at [assist.utpa.edu](http://assist.utpa.edu)

Web services include:

- University Catalogs
- Class Schedules
- Admission Information
  - Apply for Admission
  - View Admission Status
- Registration (RAC and PIN required)
  - Add/Drop Classes
  - View Class Availability
  - Conditional Drop/Add
  - Student Schedule (graphic)
  - Student Schedule (detailed)
  - View Fee Assessment
- Student Records (PIN required)

- View Address Information
- Update Address
- View Grades
- Academic Transcript
- Account Summary
- Change PIN Number
- Request a transcript degree audit
- Financial Aid Awards (PIN required)
- Payment Services by credit card, e-check, emergency loan application

## Student Services and Information

### Student Travel

Student travel at The University of Texas-Pan American will be guided by the student travel policy in the Handbook of Operating Procedures Section 5.6.3 as follows:

#### A. Purpose

The purpose of this policy is to set forth University rules and procedures regarding student travel and to comply with The University of Texas System policy and State Law (Texas Education Code §51.949) relating to student travel. University students may travel off campus when representing a student organization, University department or engaging in intercollegiate competition or academic activities. Examples of student travel include, but are not limited to, class field trips and assignments; attendance at scholarly or professional conferences; University-funded student organization travel; class trips for educational or cultural enrichment; athletic, student publication, dramatic, music or forensic competition or performances; student leadership conferences; placement forums; and graduate school visits.

#### B. Authorization

Student travel, as described above, must be registered with and approved by the dean of students or his or her designee. The Authorization for Student Travel and Release of All Claims forms must be completed and submitted to the Office of the Dean of Students at least two weeks prior to the trip. Each individual requesting authorization for travel must submit a completed Release of all Claims Form with the Authorization for Student Travel Form.

#### C. Statutory Requirements

The statutory requirements in Section D of this policy are applicable to student travel undertaken by one or more currently enrolled students to reach an activity or event that meets all of the following criteria:

1. An activity or event organized and sponsored by the University. An activity or event is considered to be organized and sponsored if it has been planned and funded by the University and approved by the dean of students or his or her designee.
2. The activity or event is located more than 25 miles from the University.
3. (a) Travel to the activity or event is funded and

undertaken using a vehicle owned, rented or leased by the University; or (b) attendance at the activity or event is required by a registered student organization and approved in accordance with this policy.

#### D. Safety and Mode of Travel

##### 1. All Motor Vehicle Travel

###### (a) Seat Belts

Occupants of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation. The number of occupants in a vehicle cannot exceed the number of working seatbelts in the vehicle.

###### (b) Alcohol and Illegal Substance Prohibited

Occupants of motor vehicles shall not consume, possess, or transport any alcoholic beverages or illegal substance. Operators shall not drive while under the influence of drugs or alcohol; this includes over the counter or prescription medication that may impair the driver's ability.

###### (c) Passenger Capacity

The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations, whichever is lower. Fifteen-passenger vans shall not be used to carry more than nine occupants (including the driver) at any one time. Consideration should be given to decreasing the number of passengers if luggage is to be transported in the same vehicle; luggage should be stored under seats or in the rear storage area.

###### (d) License and Training

Each operator of a motor vehicle shall have a valid operator's license, be at least 18 years of age and trained as required by law to drive the vehicle that will be used. Persons who drive a 15-passenger van must successfully complete a van driving training course at least once every three years. Van driving training is available at the Department of Environmental Health and Safety.

###### (e) Proof of Insurance, Inspection and Safety Devices

Each motor vehicle to which this policy applies must be covered by liability insurance and display a current state inspection certificate, be equipped with all safety devices or equipment required by federal or state law or regulation and comply with all other applicable requirements of federal or state law or regulations.

###### (f) Legal Operation of Vehicle and Driving Schedule

Operators of motor vehicles shall comply with all laws, regulations, and posted signs regarding speed and traffic control and shall not operate the vehicle for a continuous period that is longer than the maximum provided by federal or state law. A driver may not drive longer than four continuous hours without a scheduled rest stop. The rest stop must last a minimum of 30 minutes before that same driver may resume driving. Total driving time within a 24-hour period may not exceed eight hours per authorized driver. There should be no driving between the hours of 11 p.m.-6 a.m. without prior approval of the appropriate administrative official.

##### 2. Travel Using a Vehicle Owned, Rented or Leased by the University

###### (a) Service and Maintenance

In addition to those provisions in Section F.1, each vehicle owned or leased by the University must be subject to scheduled periodic service and maintenance by qualified persons and comply with all applicable requirements of The University of Texas System Business Procedures Memorandum.

(b) Operators of Vehicles

All operators of vehicles owned, rented or leased by the University shall be employees of the University and shall have a valid operator's license for the operation of the particular vehicle. All drivers of rental vehicles must be listed on the vehicle rental agreement. In addition, operators shall have a current motor vehicle record on file with the University Department of Environmental Health and Safety. Drivers must have a rating of three points or less as required by The University of Texas System Business Procedures Memorandum 16-03-02 Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles (BPM 16-03-02).

(c) Travel by common carrier

When a common carrier is used for student travel covered by this policy, the University shall take reasonable steps to assure the travel is undertaken in conformance with this policy.

E. Business Procedures Memorandum

For additional information regarding insurance, safety, and mode of travel, refer to BPM 16-03-02. A copy of the policy can be obtained at the office of the Vice President for Business Affairs or at [www.utsystem.edu/bpm/16.htm](http://www.utsystem.edu/bpm/16.htm)

F. Coordination of Travel

1. Each group must designate a travel coordinator who is responsible for submission of all travel documents, as well as for carrying all necessary documents on the trip.

2. When possible, the advisor or group sponsor should travel with the group and serve as travel coordinator.

3. In case of an accident, the travel coordinator or designee will contact the University Police Department, who will notify appropriate personnel.

4. Prior to leaving, each group must receive a pre-trip orientation, which must include:

(a) Applicable rules of conduct as per the University's Student Code of Conduct and this Student Travel Policy;

(b) Itinerary and contact information;

(c) Safety issues while traveling and while at the destination point.

5. Students who use their own vehicle or another privately owned vehicle for approved travel are expected to follow all safety requirements set out in this policy.

## Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act of 1990 requires that colleges and universities take reasonable

steps to publicize campus crime statistics. One purpose of this federal legislation is to give students, prospective students, parents of students, employees and others who may be interested a better understanding of the frequency of serious crime on campus and, ultimately, to make this and other campuses safer.

The University of Texas-Pan American Police Department and the office of the Dean of Students work in conjunction each year to prepare the Campus Safety and Security Report in compliance with the Federal Student Right to know and Campus Security Act. This report contains specific information on campus crime statistics and campus security policies including campus crime prevention programs, procedures for reporting crimes on campus, and information about the number and frequency of crimes reported to the University Police Department, local law enforcement, and campus security authorities.

The University of Texas Pan-American Police Department is responsible for the welfare of faculty, staff and students on campus, for the security of the university and the enforcement of all state laws and University rules and regulations relating to motor vehicles and traffic on campus.

The University of Texas-Pan American is concerned about the safety and security of the entire University community. In an effort to provide a safe and secure campus, the University maintains a full-time professional police force composed of state-certified, licensed law enforcement officers, commissioned by The University of Texas System, with the power of arrest, and other noncommissioned security personnel. They patrol the campus 24 hours a day, 365 days a year.

All members of the University community should be aware of dangers to their personal safety. Crime happens on campus just as it happens off campus. If someone is the victim of a crime or witnesses a crime, he or she should report it and cooperate with the University Police Department to ensure that the crime is properly investigated and prosecuted.

During emergency situations the University Police Department can be reached by calling 911 or dialing "HELP" (ext. 4357) from any university phone. For non-emergencies the police can be reached by dialing (956) 316-7151. The University Police Department is located at 501 N. Sugar Road or they can be reached at [police@utpa.edu](mailto:police@utpa.edu).

Crimes reported on the UT Pan American campus can be accessed at the following Web address: [www.utpa.edu/campusafety](http://www.utpa.edu/campusafety).

A hard copy of the UTPA Campus Safety and Security Report can be requested by contacting the UTPA Empowerment Zone at 956/318-5375.

Any law enforcement information provided by state law enforcement agencies concerning registered sex offenders may be obtained from the UT Pan American Police Department at 956/316-7151.

University policies and Texas law prohibit the disruption of University operations and events and regulate the use of alcoholic beverages on campus. Violators will be subject to prosecution under the law and the University's disciplinary code. University policies related to the possession, sale and

use of alcoholic beverages on campus are described in The University of Texas-Pan American Handbook of Operating Procedures Section 4.9.1.

—Important Phone Numbers —

University Police 316-7151 or H-E-L-P (4357)

Counseling Psychological Service	381-2529
Dean of Students	381-2260
Student Health Services	381-2511
Empowerment Zone	318-5375
Substance Abuse Services	
Disability Services	
Student Judicial Services	

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code §552.001 et seq., are respectively federal and state laws that provide for the review and disclosure of student educational records.

In accordance with these laws, The University of Texas-Pan American has adopted the following policy. Individuals are informed of their rights under these laws through this policy, which is included in the University's Handbook of Operating Procedures (HOP), Section 5.2.3 and this catalog. The catalog is available for inspection at <http://www.utpa.edu/catalog/> and the Handbook of Operating Procedures is available at <http://www.utpa.edu/hop>.

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:

1. To appropriate University officials who require access to educational records in order to perform their legitimate educational duties.
2. To officials of other schools in which a student seeks or intends to enroll, is enrolled in or receives services from, upon request of these officials.
3. To federal, state or local officials or agencies authorized by law.
4. In connection with a student's application for, or receipt of, financial aid.
5. To 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 for which it was obtained.
6. To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954. This is for Financial Aid and Financial records only and does not include academic records.
7. 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.

8. In an emergency situation if the information is necessary to protect the health or safety of students or other persons.

9. To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released.

Additionally, any law enforcement information provided by state law enforcement agencies concerning registered sex offenders may be released from the UT Pan American Police Department. The police department can be contacted at 956/316-7151.

The University will release information in student education records to appropriate University or University of Texas System officials as indicated in no. 1 above when there is a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on The University of Texas System Board of Regents; or a student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Where required by regulations, a record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the custodian of the public record for each student and will also be made available for inspection pursuant to this policy. If the University discovers that a third party who has received student records from the university has released or failed to destroy such records in violation of this policy, the university will determine any future access by that third party and may take further appropriate action. Respective records are 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:

1. name, address, telephone number
2. date and place of birth
3. major field of study
4. participation in officially recognized activities  
and sports
5. dates of attendance

6. most recent previous educational institution attended
7. classification
8. degrees and awards received
9. date of graduation
10. physical factors (height and weight) of athletes
11. photographs
12. University e-mail address

Students may have directory information withheld by notifying the Office of the Registrar in writing. Requests for nondisclosure will be honored by the institution until such time that the student grants permission, in writing, to release the information.

## Access to File

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

A list of education records and those officials responsible for the records shall be maintained at the Office of the Vice President for Business Affairs. This list includes:

### ◆ Academic Records

Office of Admissions and New Student Services:

SSB 3.104

New Student Services, SS 1.109

Office of the Registrar:

SSB 1.150

College, Division, Department and Faculty Offices:  
various locations on campus

### ◆ Enrollment and Student Services/ Student Services Records

- Counseling Services Office: Director, Rm #7
- Learning Assistance Center, LAC 100
- Student Services: Dean of Students Office,  
UC 104
- Residence Life: Director, MRH  
Career Placement Services: SSB, 2.101

### ◆ Financial Records

Business Office: Vice President for Business Affairs,  
SSB, 5.101

Student Financial Services: Director, SSB 186

Educational records do not include:

1. Financial records of the student's parents or guardian.
2. Confidential letters of recommendations that were

placed in the educational records of a student prior to January 1, 1975.

3. Records of instructional, administrative and educational personnel that 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.

4. Records of law enforcement units.

5. Employment records related exclusively to an individual's employment capacity.

6. Medical and psychological records.

7. Thesis or research papers.

8. Records that only contain information about an individual after the individual is no longer a student at the institution.

## Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or their rights, may discuss their problems informally with the department that generated the record in dispute. If an agreement is reached with respect to the student's request, the appropriate records will be amended. If an agreement is not reached, the student will be notified within a reasonable period of time that the records will not be amended, and he or she will be informed by the head of that department of his or her right to a formal hearing.

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

## 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. (There is no charge for student transcripts.) 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. 20202-4605.

## Student Academic Responsibilities and Appeals

### Academic Responsibilities

Students are expected to inform themselves thoroughly concerning the regulations of the University and the course requirements for degrees and to make inquiries in case of doubt. It shall not be the University's responsibility should complications arise because of failure to follow regulations and requirements.

Regulations will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. Students, therefore, should become familiar with all of the information related to the program contained in the printed University Bulletins.

Each student, by registering, enters some college of the University and, except as to conduct, is thereafter under its jurisdiction with regard to the student's program of study and degree requirements. Students should work directly with the person in their major department who is assigned the responsibility of supervising their programs concerning course requirements and options, deficiencies, degree plan and special regulations. Requests to waive regulations and/or requirements should be directed in writing to the dean of the college.

### ◆ Academic Appeals

Periodically, misunderstandings arise with regard to academic expectations and final grades. Students wishing to appeal final grades or misunderstandings in academic standards should first discuss the matter with the instructor of the class. If no resolution occurs, and the student wishes to pursue the matter further, he or she should appeal in writing to the department chair involved within one year after the disputed grade is issued or the misunderstanding occurred. The department chair will respond in writing to the student within 10 class days of the receipt of the student's written appeal.

Pursuant appeals will be written and directed within 10 class days of the date of the department chair's decision to the school, college, or division College Academic Appeals Committee. The committee will consist of a panel of three faculty members, two of whom may not be from the department in which the appeal originated. The dean/director will appoint the panel members upon receipt of the written appeal and notify the student in writing of the date, time and location of the hearing and the names of the members of the panel. The student and the faculty member involved may appear in person before the panel and present evidence and/or witnesses. The hearing will be closed to the public and no person other than the student, the faculty member involved and panel members may be present. No person may represent the student or the faculty member.

After the College Academic Appeals Committee has heard the appeal, it will deliberate and come to a decision. The committee's decision will be written and mailed or delivered in person to the student and faculty member within three class days of the close of the hearing. The student may appeal in writing within 10 class days to the dean/director. The dean/director decision will be final and must be mailed or delivered in person to the student within 10 class days of the receipt of the student's written appeal.

## Student Complaint Procedures

### Purpose

The University of Texas-Pan American endeavors to provide fair and objective procedures for hearing student complaints and endorses compliance with the spirit of non-discrimination regulations. The following will advise students of procedures to be followed in filing non-academic complaints.

The University of Texas-Pan American is committed to providing equal opportunity to all persons seeking employment, access to its programs, facilities, or services without regard to race, religion, color, sex, disability, age, veteran status, national origin, or sexual orientation. Students are protected from coercion, intimidation, interference, harassment, retaliation, or discrimination for filing a complaint or assisting in an investigation students may pursue complaints through the office of the Dean of Students, University Center, Room 104, 956/381-2262.

### Discrimination/Disability Complaints

Students with questions concerning discrimination in employment or based on sex or disability must contact the appropriate compliance officer prior to initiating grievance procedures. Compliance officers are listed below:

Equal Opportunity and Affirmative Action:

1. Dean of Students, University Center, Room 104, 956/381-2262.

2. **Sexual Harassment:** The University of Texas-Pan American condemns sexual harassment of or by its students, staff and faculty. The University is committed to the principle that the learning and working environment of its students, employees and guests should be free from sexual harassment and inappropriate conduct of a sexual nature. Sexual harassment is a form of sexual discrimination and is illegal. Students who believe they have been subjected to sexual harassment are encouraged to immediately report the incident to the dean of students, the EO/AA officer, or the supervisor of the accused individual. The dean of students, or his or her designee, will work in consultation with the EO/AA officer to resolve the complaint.

3. **AIDS-related Issues: Acquired immune deficiency syndrome, human immunodeficiency virus infection, and Hepatitis B virus:** The University of Texas-Pan American recognizes human immunodeficiency virus (HIV) and hepatitis B virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning these infections. Students may not be subjected to impermissible discrimination on the basis of human immunodeficiency Virus (HIV) or (HBV). The policy addressing these issues may be found in the Handbook of Operating Procedures see Section 2.2.2. Student complaints or inquiries should be directed to the director of Student Health Services, Student Health Center.

4. **Americans with Disabilities Act and Section 504 of the Rehabilitation Act:** The University of Texas-Pan American is committed to providing services, equipment, and accommodations to individuals with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with Sections 303 & 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. Students or applicants for admission, with complaints alleging violations of the Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act shall file complaints in writing with the ADA Coordinator, Presidents Office.

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) concerns the maintenance and confidentiality of student records. The University's policy regarding FERPA may be found in the Handbook of Operating Procedures section 5.2.3 and page 52 of this catalog. Students who believe their records are inaccurate or have been disclosed in an unauthorized manner should contact the Vice President for Business Affairs, Student Services Building, Fifth Floor, 956/381-2121.

### **All Other Non-Academic Complaints**

In an effort to resolve misunderstandings or concerns, a student must first make every effort to resolve the problem by discussing his or her concerns with the faculty or staff member against whom the complaint is lodged. If the concern still exists, the student may discuss the complaint with the appropriate chair or head of the department in which the complaint originated. In addressing the student's complaint, the department chair or head solicit information

from both the student and employee, may confer with anyone having information pertinent to the complaint, and /or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint.

If the complaint is not resolved to the student's satisfaction, the student may appeal in writing to the next administrative level. The appeal must be made within 60 days after the student's initial meeting with the department chair or head. A decision made at the administrative level must be mailed or delivered in person to the student within 30 days of the receipt of the student's written appeal. Additional appeals may be pursued through the appropriate lines of authority to the vice presidential level. The thirty day time line applies to each appeal and to each notification as described above. Decisions at the vice presidential level will be final. Students should consult "Student Complaint Procedures" in the Handbook of Operating Procedures for detailed information or request assistance from the Office of the Dean of Students, University Center, Room 104, 956/381-2262.

### **Student Advisement for Concerns/Complaints**

The Office of the Dean of Students in University Center, Room 104, offers assistance to students who have concerns or complaints other than those addressed above, or who have questions regarding existing policies and procedures.

### **Student Conduct and Disciplinary Code**

#### **Student Conduct**

- a. The University considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the University expects its students to maintain standards of personal discipline that are in harmony with the education goals and purpose of the University.
- b. Although the University is committed to the full support of the constitutional rights of its students, including due process, it also has an equal obligation to protect its educational purpose and the interest of the student body. The University must therefore be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the institution or in disregard of the rights of other students or faculty.
- c. Attendance at a tax-supported educational institution of higher learning is optional and voluntary. By such voluntary entrance into the academic community of the University, students voluntarily assume the obligations of performance and behavior imposed by the University relevant to its lawful missions, processes, and functions.
- d. When students enter the University, it is assumed that they have a serious purpose and a sincere interest in their own social and intellectual development. They are expected to learn to cope with problems with intelligence, reasonableness, and consideration for the rights of others;

to obey laws and ordinances of the nation, state, and community for which they, as well as the University, are a part. As students prize rights and freedoms for themselves, they are expected to respect the rights and freedoms of others.

e. The administration of student discipline at the University is a responsibility shared by students, faculty, and administrative staff. In many cases, peer group influence, counseling, admonition, and example may resolve problems of student conduct. Where these preferred means fail, resort is made to disciplinary procedures. Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. A student may be penalized herein, even though he or she is also punished by state or federal authorities for the same act.

f. Students are subject to federal, state, and local laws as well as University rules and regulations. Students are subject to reasonable disciplinary action, including suspension and expulsion in appropriate cases, for breach of federal, state, or local laws or University rules and regulations.

g. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred during any period of enrollment, and for statement, acts, or omissions related to application for enrollment or the award of a degree.

#### General Rules and Regulations on Campus

Rules and regulations relating to the students of the University are enacted with the view towards protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the University. These rules and regulations are few, and most students will not find them unduly restrictive. Violations of institutional rules and regulations, including those which may subsequently be enacted, may subject a student to disciplinary action.

The Student Conduct Code can be found in section 5.5.2. of the Handbook of Operating Procedures and the student disciplinary hearing and appeals procedure can be found in section 5.5.3 of the Handbook of Operating Procedures.

#### Hazing

Under state law individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

According to state 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 dean of students or other appropriate individual of the institution 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 the law. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members pledges or alumni of the organization commits or assists in the commission of hazing.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate individual of the institution and immunizes that person from participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subject to hazing may make a good faith report of the hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results in fines from \$500 to \$10,000 and/or confinement for up to two years. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

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:

Any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body or similar activity.

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.

Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the students to an unreasonable risk or harm or which adversely affects the mental or physical health of the student.

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.

Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the penal code.

#### Sexual Assault

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the University Police Department immediately. It is the policy of the department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim.

Reports of sexual assault can also be made to the Edinburg Police Department at 956-381-7411 of the Hidalgo County Sheriff's Office at 956-383-8114.

All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedure Art. 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the university disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance. UTPA personnel will assist you in notifying the authorities if you request it.

The University will provide students assistance in changing academic and on-campus living situations after an alleged sexual offense if so requested by the victim and if accommodations are reasonably available. Arrangements for changes in academic schedules for changes in (or moving to) on-campus living accommodations should be made through the director of Residence Life.

Information and assistance is also available through:

- Student Counseling Center, 956/381-2574, UC 109
  - The counseling center has trained counselors who offer individual, personal and group counseling to students who are the victims of sexual assault.
- Student Health Services, 956/381-2511, Student Health Center
  - The Student Health Center provides medical services to students who have been victims of sexual assault and can be the first contact after a sexual assault, during clinic hours. After hours, students are encouraged to contact the University Police Department so that a victim advocate can be sent to meet the student at a local hospital. Clinic hours are 8 a.m.-7 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Friday.
- Campus Assault Response Effort (CARE), 956/381-5375, UC 320
  - The CARE program has trained victim advocates that are able to assist students who have been the victims of sexual assault.
- The Rape Crisis Center 1-800-580-4879, 420 N. 21st, McAllen
  - Women Together/ Mujeres Unidas offer

services for sexual assault victims. The Rape Crisis center offers a 24-hour hotline, victim's assistance, and confidential counseling.

Should a victim choose to file charges through the campus disciplinary process the Office of the Dean of Students will assist the student in cases of alleged sexual offenses (forcible and non-forcible). Policies and procedures regarding campus disciplinary proceedings are described in section 5.53 of the Handbook of Operating Procedures. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary processing involving sex offenses and both will be informed of the final determination with respect to an alleged sex offense and any sanction that is imposed against the accused. Providing this information to the accused and accuser does not violate provisions of the Family Educational Right to Privacy Act (FERPA). Sanctions in University disciplinary proceedings regarding rape, acquaintance rape, or other forcible and non-forcible sex offenses range from probation to expulsion.

#### **Medical Treatment**

It is important to seek immediate and follow-up medical attention for several reasons: first, to access and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventative measures; and third, to gather evidence that could be used to aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. Area hospitals that can provide thorough rape exams and evidence collection are:

- McAllen Medical Center, 956/632-4000, 301 W. Expressway 83, McAllen
- Mission Hospital 956/580-9000, 900 S. Bryan Road, Mission, Texas

#### **Solicitation on Campus**

The University's policy on solicitation is outlined in The University of Texas- Pan American Handbook of Operating Procedures Section 8.4.5. (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 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 or to 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 ordinances.) While solicitation is prohibited on any property, street, or sidewalk, or in any building, structure,

or facility owned or controlled by the University or The University of Texas System, please refer to the policy for a list of permissible activities.

## Student Services

### Career Services

#### About Career Services

The University of Texas-Pan American's Office of Career Services is committed to providing high quality services that enable students throughout the time they are enrolled and after they graduate, to explore career options. Through partnerships with employers, faculty and staff, Career Services works to empower students to make effective career choices based on realistic self evaluations and comprehension of the world of work, resulting in prepared graduates who market their education, skills and experiences to achieve life-long career success.

Career Services' programs and services are designed to serve the entire student population from the first-year student exploring career interests to graduating students seeking their first entry level opportunity. The services offered are available to all full-time and part-time undergraduates and graduate students.

#### Individual Career Counseling

Students are encouraged to discuss their choice of major as well as related career plans, with the counseling staff of Career Services. Advisors are also available to review résumés, conduct mock interviews and plan for graduate school. Staff appointments for these services are recommended at least 2-3 days in advance. Our professional staff is also available to review resumes and cover letters, and offer suggestions for possible improvement.

#### Information on Majors

More than 40 handouts provide information on each major with regard to related areas of the work world, typical employers, professional associations, and job search strategies. Everything from health to communication to business to education, we have a helpful array of take-home information for practically every occupational field.

#### Career Information Center

Our career library offers a wide range of books, magazines, and brochures addressing all occupational areas. Career books, occupational guides, and directories can be used to clarify and confirm your initial impressions about a career field, and to obtain occupational descriptions. Eight computers are also available for your career planning and job search needs.

#### Bronc Career Connection

The Bronc Career Connection (BCC) is UTPA's official job/résumé posting site available for students and alumni only. All full-time entry-level, experienced, internships and part-time jobs are posted on the BCC. By signing up on the BCC, students can learn more about their upcoming careers and explore their choices. Students looking for part-time employment either on or off campus can find job postings on the Bronc Career Connection at any time of the year. To find out more information about pursuing a part-time job you can make an appointment with their appropriate advisor.

#### Walk-In Hours

Meet one-on-one with a career advisor for brief résumé reviews without an appointment. "Walk-in" hours are during specified times Monday-Friday. For hours call 956/ 381-2243.

#### Career Fairs

Career Services hosts seven career fairs during the academic year. The career fairs are a must-attend for all students from all classifications as they are an excellent opportunity for students to meet with a variety of employers in one location. For a complete list of all career fairs and dates visit the Career Services website.

- HESTEC Career Expo
- Criminal Justice Career Expo
- Graduate and Professional School Fair
- Teachers Job Expo
- Annual Career Day
- Student Employment Job Fair

#### Office Hours

Monday-Friday  
8a.m.-5p.m.

\*Extended Hours—5–6 pm are offered in the Fall (September–November) and Spring (Jan.=April) semesters.

#### Contact Us

The University of Texas-Pan American  
Student Services Building, Room 2.101  
1201 W. University Drive  
Edinburg, TX 78539-2999  
Phone: (956) 381-2243  
Fax: (956) 381-2244

<http://careerservices.utpa.edu>

### University Testing Services

The University Testing Services is a test center for numerous national and specialized examinations such as the Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of English as a Foreign Language (TOEFL), Law School Admissions

Test (LSAT), Medical College Admission Test (MCAT), Pharmacy College Admission Test (PCAT) and a number of other graduate, professional and licensure exams. University Testing Services is located at the UTPA Annex AASA 180, 2412 S. Closner, Edinburg, TX 78539-2999. Telephone 956/292-7585. E-mail: testing@utpa.edu Website: step.utpa.edu

## Empowerment Zone: Disability Services

The Disability Services Office exists to ensure that students with disabilities are able to participate in the full range of college experiences. Our goal is to promote optimal development and achievement in all students while fostering independence and self-advocacy. In addition, we work to promote an environment that is free of physical and attitudinal barriers.

In order to provide proper accommodations, the Disability Services Office has set procedures that must be followed to ensure quality service. To begin our evaluation process we require proper documentation from credited professionals that are rendering diagnosis. Requirements are as follows:

- An evaluation of the disability by a credited medical professional.
- Documentation should include a description of functional limitations as well as the current impact of the disability on daily activities
- Documentation must be on letterhead and contain the professional's signature and license number.
- Documentation must be no more than three years old.

Once the requirements have been met, students may contact the Disability Services Office for an appointment.

Services are also provided for students with a temporary disability, such as broken bones and recent surgeries, with proper documentation.

Additional information may be obtained by calling 956/316-7005 (Voice/TDD 316-7092, fax 316-7034) or visiting the University Center, Room 320.

## Student Health Services

Student Health Services is here to meet the health care needs of our students so they can focus on their studies. As a UTPA student you have paid a Medical Service Fee that allows you to be seen at the clinic as often as needed. The office visits are free of charge as are most educational services. There are low-cost charges for medicines, supplies and any needed lab tests.

The Student Health Center offers the same types of services you can get from your family doctor and much more. Our services include general medical care as well as specialty clinics in women's wellness, skin care and STD screening. We also have routine immunizations and tuberculosis (TB) testing required by many educational programs at UTPA. Our Class-D pharmacy can fill most

prescriptions written in the clinic and carries a selection of over-the-counter items.

Student Health Services is located at 613 North Sugar Road adjacent to the Wellness and Recreational Sports Center. We see students on a limited walk-in basis but you will spend less time waiting and be allowed to choose your health care provider if you call ahead for an appointment at 956/381-2511.

The UTPA Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). UTPA has the distinguished honor to be the first in the UT System to hold the AAAHC accreditation. There are currently only six college health facilities accredited in the state of Texas.

Pursuant to Texas Education Code 51.9191, the Student Health Services office provides each student, when they first enroll, important information regarding bacterial meningitis through ASSIST, the online student information system.

**Student Immunizations:** In accordance with state law, the following immunizations are required for all students enrolled in health-related courses that will involve direct patient contact in medical or dental care facilities or who come in contact with human biological fluids or tissue. Students for whom these immunizations are not required are strongly urged to obtain these immunizations for their own protection.

**Measles:** Proof of two doses of measles vaccine administered on or after the first birthday, if born after 1957. The required two doses should be administered at least 28 days apart or have proof of immunity.

**Mumps:** Proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.

**Rubella:** Proof of one dose of rubella vaccine administered on or after the first birthday or proof of immunity.

**Tetanus/diphtheria:** Proof of one "booster" dose of TD vaccine within 10 years.

**Hepatitis B virus (HBV):** Proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine. Students will be required to present a letter or other suitable written certification.

**Varicella (Chicken Pox):** Proof of two doses of varicella vaccine unless the first dose was received prior to thirteen years of age.

Certain exemptions are allowed for the immunization requirement; students should contact the Student Health Services for information.

Students enrolled at UT System institutions will assume the full cost of the immunizations.

Students may obtain information from Student Health Services regarding the consequences of not being current on immunization for certain diseases, the age groups most vulnerable to these vaccine-preventable diseases and local providers of immunization services.

## Services Offered

**Eligibility Payments:** As a registered student, you pay

a Medical Service Fee each semester, which entitles you to a wide variety of Student Health Services. With a validated UTPA ID, you are entitled to office visits to see a health care provider as many times per semester as you need with no office visit charge. There are charges for many services and procedures to diagnose and treat illnesses and injuries, such as for laboratory and pharmacy services, but these charges are much lower than those for comparable services provided elsewhere. Services rendered may be paid by cash, check and most credit cards. Payment arrangements are available.

**General Medicine:** Students with common medical problems are diagnosed and treated on a limited walk-in basis; however, appointments are preferred and necessary for students requesting elective procedures. Referrals to outside providers are made when necessary.

**Physical Exams:** UTPA students requiring a physical exam prior to admittance to a school program can have a physical exam done at Student Health Services for a nominal fee. Call Student Health Services to schedule an appointment.

**Pharmacy:** A fully licensed Class-D pharmacy is conveniently available. The pharmacy carries both prescription and over-the-counter medications. The costs of medications are greatly reduced compared to retail prices.

**Laboratory:** A full-service, economical lab is equipped to do routine procedures as well as specimen collections for more sophisticated procedures that must be sent to a reference lab for testing.

**Immunization:** measles/mumps/rubella, tetanus/diphtheria, hepatitis A and B, varicella, bacterial meningitis and flu vaccines are available. TB skin testing is also offered.

**Women Wellness Clinics:** These services include pap smears, family planning education and counseling, treatment of sexually transmitted diseases, pregnancy testing and other women's health issues.

**HIV Testing:** Free confidential HIV testing and counseling is available weekly. Call for scheduled days.

**Other Services:** Health education resources, nutritional counseling, vision screenings and weight and blood pressure screenings are also available.

## Empowerment Zone: Substance Abuse Services

Substance Abuse Services has been established to meet the needs of all UT Pan American students who may have a substance abuse concern/issue or who may be dealing with a related concern. The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that each campus implement a program to address substance abuse issues.

Substance Abuse Services is committed to all UT Pan American students by providing an environment for education, exploration and personal growth. The Substance Abuse Services staff maintains a dedication to the overall wellness of each student on campus. Substance Abuse Services strives to fulfill its responsibilities by providing a variety of different services to the student body. Some of these services include, but are not limited to, counseling,

crisis intervention and consultations. In addition, Substance Abuse Services has books, videos and literature available to faculty, staff and students.

The Substance Abuse Services staff is fully trained and licensed in chemical dependency and related issues. All of the services offered are strictly confidential, and services are free to all students.

The program offers individual counseling for students who are experiencing a substance abuse problem or who may be in recovery. Individual counseling is also available for related concerns, such as codependency or ACOA (Adult Children of Alcoholics) issues. All individual counseling is by appointment. Substance Abuse Services also provides group counseling. The program offers a recovery group and a group for students dealing with loved ones that have a substance abuse problem. Groups are run once a week at designated times. The staff is available for referrals, consultations, group presentations and crisis intervention services.

Substance Abuse Services is located in the University Center, Room 320. For more information call 956/318-5375. Substance Abuse Services is open from 8 a.m. to 6 p.m., Monday through Thursday and Friday from 8 a.m.-5 p.m. Appointment may be made at other times to fit the student's schedule.

### Student Publications

Students at UT Pan American are invited to contribute and work on the staff of student publications. Writing, editing and photography usually start before the opening of classes in the fall semester. Some positions are paid, but volunteer workers also are sought as reporters, copy editors and headline writers. The student-run newspaper, *The Pan American*, and *Panorama* magazine are headquartered in the Department of Communication in the Communication Arts and Sciences Building, Room 170, 956/381-2541.

### Clubs and Organizations

A variety of clubs and organizations offer the UT Pan American student friendship, relationships with people of similar interests, avenues for organized and meaningful service and opportunities for self-development. Because new organizations are formed each year, a complete updated list and assistance in starting up new organizations is available in the Office of Student Development, University Center, Room 205, 956/381-2660 or visit [www.osd.utpa.edu](http://www.osd.utpa.edu).

### Academic Organizations

Academic student organizations are designed to further develop academic and career interests in an informal setting. In these organizations, students may compete in local or national competitions in their academic area and attend conferences that allow them to network with professionals in their field. Academic student organizations are based

on subject-matter specialties and each College has a variety of organizations to choose from that range from the American Sign Language Club to the Association of Clinical Laboratory Sciences.

### **Student Government Association**

The Student Government Association of The University of Texas Pan-American is dedicated to providing an outlet for the student body to express concerns, questions, and suggestions about your institution. The Student Government Association also assists with the facilitation of the more than 30 campus committees that affect the lives of our student community.

### **University Program Board**

The University Program Board is a student-run organization that provides diverse programming funded by Student Fees. They sponsor various events throughout the year including concerts, comedy, coffeehouse, lectures, cultural, bus trips, and special events. By utilizing the expertise of seven student committee chairs, UPB ensures that each experience provides an opportunity for networking, leadership development, strong friendships and lasting memories.

### **Fraternity and Sorority Life**

Social fraternities and sororities have been a vital part of the University since the 1960's. They provide a small group living experience that enhances the co-curricular life of every Greek student through academic, social, educational, leadership, and community service activities. There are both national and international fraternities and sororities at UTPA with diverse backgrounds and histories.

### **Honor Societies**

Honorary organizations on campus give special recognition to students who have achieved outstanding academic success. Some honor societies recognize scholarship in specific curricula, while other student honor societies recognize scholarship at various stages of the student's development. Some honor societies reward those who have excelled in several areas and select members because of their academic superiority as well as the leadership they have demonstrated on campus or in the community.

### **Faith-Based and Spiritual Organizations**

Faith-based and spiritual organizations provide an opportunity for students to strengthen their spiritual and faith development through religious education, friendship, and guidance with other students who share their same values, ideas, and faith.

### **Cultural Organizations**

Cultural student organizations are tied together through their focus on racial, ethnic, and cultural celebration and reflect and affirm the diversity of all UTPA students.

### **Special Interest Organizations**

Special interest organizations are student organizations that reflect a wide range of interests include political and social action based organizations, artistic experience, hobbies and activities.

### **Recreational Organizations**

There are several organizations whose members focus primarily on a sport, outdoor recreation or wellness endeavor. Recreation can be as personally driven as yoga, or physically driven as running, swimming or soccer.

### **Service Organizations**

We have several different student service/ advocacy specific organizations. Each organization is unique in its membership and service area focus. Yet, what unifies all of the organizations are their dedication for engaging students in positive social change at UTPA and the surrounding community.

#### ◆ UTPA Fraternities

Delta Upsilon  
Kappa Sigma  
Omega Delta Phi  
Phi Kappa Theta  
Phi Sigma Kappa  
Sigma Lambda Beta  
Tau Kappa Epsilon

#### ◆ UTPA Honor Societies

Alpha Lambda Delta  
Alpha Phi Sigma  
Golden Key International Society  
Lambda Alpha  
Phi Kappa Phi  
Phi Theta Kappa Alumni Association  
Psi Chi  
Sigma Tau Delta

#### ◆ UTPA Faith and Spiritual Organizations

Provide an opportunity for people with similar belief systems to share their values, ideas and faith.

#### ◆ UTPA Government Association

#### ◆ UTPA Sororities

Alpha Sigma Tau  
De Ha Xi Nu

Delta Zeta  
 Eta Omega Tau  
 Kappa Delta Chi  
 Sigma Lambda Gamma

- ◆ UTPA Special Interest Organizations  
 Reflect a wide range of interests and include political and social action-based organizations, artistic experiences, hobbies and activities.
- ◆ UTPA Multicultural Organizations  
 Represent and reflect UTPA's ethnic and international diversity.
- ◆ UTPA Departmental Organizations
  - Accounting Society
  - ACTUE
  - Advertising Club
  - ALEGRE
  - Alpha Kappa Psi
  - American Advertising Federation
  - American Marketing Association
  - American Sign Language Club
  - American Society of Mechanical Engineers
  - Anthropology Club
  - Asociacin de Futuros Maestros de Español
  - Association for Computing Machinery
  - Association of Clinical Laboratory Sciences
  - Association of Information Technology Professionals
  - Association of Public Administration
  - Bilingual Education Student Organization
  - Biology Club
  - Bronc Cadet Club
  - Bronc Pre-Pharmacy Club
  - Criminal Justice Association
  - Dr. Wiener's Society of Mathematics
  - Elliott Chemical Society
  - Financial Management Association
  - Forum on International Relations  
 and Business Affairs
  - French Club
  - Graduate Association of Student Social Workers
  - Health and Kinesiology Club
  - History Club
  - Institute for Electrical and Electronic Engineers
  - Julian Castillo Association of Physical Assistants
  - MBA Association
  - Music Educator National Conference (Chapter 652)
  - National Student Speech Language  
 and Hearing Association
  - Philosophy Club
  - Political Science Association
  - Pre-Law Society
  - Pre-Med/Bio-Med Club
  - Psychology Club
  - Public Relations Student Society of America
  - Rehab Club
  - Residence Hall Association
  - Social Work Association
  - Society for Human Resource Management

Society for Manufacturing Engineers  
 Society of Automotive Engineers  
 Society of Hispanic Professional Engineers  
 Society of Women Engineers  
 Sociology Club  
 Student Council of Exceptional Children  
 Student Dietetics Association  
 Students in Free Enterprise  
 Student Nursing Organization  
 Student Occupational Therapy Association  
 University Program Board  
 UT Cares

### The Office of Residence Life

The Residence Life staff at UTPA invites you to join our residence life community to help through this transition and assist you in taking full advantage of all the resources the University offers. While living on campus, you will have tremendous opportunity to learn more about yourself, others, and the world around you. Whether you are beginning your collegiate experience or continuing your education, the Department of Residence Life encourages you to consider the many benefits of campus living.

NOTE: Residence Life opening and closing dates, and all fees for room and board rates are subject to change. Please verify all of this information with the Office of Residence Life at 956/381-3439. For reservation and other information on University residence halls and the Bronc Village Apartments, contact the:

Office of Residence Life  
 The University of Texas-Pan American  
 1201 W. University Drive  
 Edinburg, TX 78539-2999  
 Telephone: 956/381-3439  
 Fax: 956/384-5055  
 E-mail: [home@utpa.edu](mailto:home@utpa.edu)  
 Web: <http://www.utpa.edu/reslife>

- ◆ Residence Halls Contract Policy  
 Housing at the UTPA Residence Halls is available for UTPA students, faculty, staff, and participants of University-sponsored programs. Individuals seeking housing accommodations at the University must sign a Residence Hall Reservation Agreement and a Room and Board Contract on a semester basis. Space in the University Residence Halls is reserved on a first come, first served basis.

### Housing Dining Services

The University Cafeteria, part of the University Center Complex, is conveniently located southeast of the Residence Halls. All residents must purchase the minimum required meal plan per semester, which is included in the room and board fee.

### Room Furnishings

Each Residence Hall is designed in suite-style configurations. (Two adjacent rooms and a bathroom comprise one suite.) Residents are responsible for providing their own bed linens, blankets, towels, and toiletries.

#### Room Contents:

- Two chests of drawers
- Two single beds
- Two closets
- Two desks and chairs
- Window blinds
- Basic cable connection
- Central air and heat
- Individual Ethernet connections

#### Residence Hall Services

For your convenience, the UTPA residence halls provide the following in-house services:

- Study rooms
- Computer labs with network extension
- Laundry facilities
- Vending machines
- Community kitchenette and microwave
- Recreation room (with pool table, foosball, air hockey table, and cable television)
- Lounges
- Refrigerator rental
- Free on-site student parking

#### Safety and Security

Providing a safe living and learning environment for University residents is our foremost mission. To that end, the residence life staff coordinates various safety programs for residents throughout the year highlighting topics such as securing personal belongings, personal safety on and off campus, and the use of University Police escorts. In addition, resident and night assistants, trained in emergency procedures, are available to assist residents when necessary.

#### How to Apply

To reserve a room, complete a Residence Hall Reservation Agreement and return it with your \$75 deposit to:

Office of Residence Life  
The University of Texas-Pan American  
1201 W. University Drive  
Edinburg, TX 78539-2999

The deposit is held by UTPA for as long as you are housed in the residence halls and is transferable from semester to semester. Deposits are refunded within two-three weeks upon official check out or cancellation of the Residence Hall Reservation Agreement provided that all deadlines are met, procedures are followed, no damage to the facility is recorded, and no extra room cleaning is required.

#### ◆ Bronc Village Apartments Leasing Policy

Housing at Bronc Village is available for enrolled UTPA students and current faculty and staff only. The only exception to this policy relates to children and spouses of current

UTPA students, faculty or staff. Individuals seeking housing accommodations at Bronc Village must sign a Bronc Village Reservation Agreement. Space in Bronc Village is reserved on a first come, first served basis.

In order to be eligible for residency at Bronc Village, students must be at least 21 years of age.

Appropriate documentation must be presented in the case of married or family housing if the spouse and/or children are not current UTPA students, or faculty or staff members.

#### Dining Services

All Bronc Village residents must purchase at least the minimum declining balance meal plan for each fall and spring semester. The meal credit can be used at the University Cafeteria, Student Union Food Court, and for food items at the Student Union Convenience Store.

#### Room Furnishings

Bronc Village rooms and living room areas are furnished for the convenience and comfort of our residents. Room contents (per resident):

- One single bed
- One chest of drawers
- One built-in closet
- One desk and chair
- Individual network connections
- Sofa
- Chair
- Multi-use cube
- End table
- Dishwasher
- Conventional microwave
- Stove/oven
- Full-size refrigerator
- Washer/dryer units

#### Bronc Village Services

- Mail delivery
- Garbage collection
- Free on-site student parking

#### Safety and Security

Providing a safe living and learning environment for University residents is our foremost mission. To that end, the residence life staff coordinates various safety programs for residents throughout the year, highlighting topics such as securing personal belongings, personal safety on and off

campus and the use of University Police escorts. In addition, community assistants, trained in emergency procedures, are available to assist residents when necessary.

### How to Apply

To reserve an apartment space, complete a Bronc Village Reservation Agreement and return it with your \$150 deposit to:

Office of Residence Life  
The University of Texas-Pan American  
1201 W. University Drive  
Edinburg, TX 78539-2999

The deposit is held by UTPA for as long as you are housed in Bronc Village and is transferable from lease term to lease term. Deposits are refunded within two-three weeks upon official check out or cancellation of the Bronc Village Reservation Agreement provided that all deadlines are met, procedures are followed, no damage to the facility is recorded, and no extra room/apartment cleaning is required.

## University Outreach Programs

### University Outreach Programs

#### Academic Centers

*Unless otherwise noted, all centers are located on the UTPA campus, 1201 W. University Drive, Edinburg, Texas 78539-2999.*

#### Border Health Office

The mission of the Border Health Office is to foster collaborative health education, health services and health research leading to improved health for Texans living along the Texas-Mexico border. It was created in 1990 in response to recommendations from a task force of representatives from health-related UT System institutions and other University, state and federal agencies that continue to guide the office's activities. The Border Health Office has collaborated with community-based agencies to promote health services and education, providing technical assistance to communities and institutions, sponsoring health education efforts, including conferences and workshops, and most recently establishing a Diabetes Registry.

*UTPA Annex, 2412 S. Closner, Edinburg, TX 78539-2999*

*Phone: 956/381-3687*

*Email: [tmbhco@utpa.edu](mailto:tmbhco@utpa.edu)*

*[www.utpa.edu/bho](http://www.utpa.edu/bho)*

#### Center for Border Economic Studies

The Center for Border Economic Studies is a public policy research unit dedicated to the study of problems unique to the U.S.-Mexico border. Its research efforts are directed at publishing working papers and technical reports that encompass a wide array of economic and socioeconomic issues. CBEST-affiliated scholars conduct policy-oriented research in four key areas of importance to the border region: (1) regional economic development and trade; (2) labor market and immigration; (3) health and environmental policy; and (4) information technology. The Center also publishes a quarterly newsletter, border business briefs, of economic indicators in the Lower Rio Grande Valley as well as an annual forecast of these indicators.

*Office of Graduate Studies, Rm. AB 116*

*Phone: 956/381-3661*

*Email: [cbest@utpa.edu](mailto:cbest@utpa.edu)*

*[www.utpa.edu/cbest](http://www.utpa.edu/cbest)*

#### Coastal Studies Laboratory

The Coastal Studies Laboratory (CSL), established as a marine biology laboratory in 1973 in Isla Blanca Park on South Padre Island, was reorganized and expanded in 1985 with a concentration on University education, public education and coastal research. The CSL's public display contains representative species of fauna and flora from the immediate area of the Lower Laguna Madre and South Padre Island. The CSL also supports classes and field trips from the University and other schools; many universities in Texas and surrounding states use the CSL facilities for field trips each year. A number of marine-oriented courses are offered at the Lab.

*100 Marine Lab Drive, South Padre Island, Texas 78597*

*Phone: 956/761-2644*

*E-mail: [coastal@utpa.edu](mailto:coastal@utpa.edu)*

*[www.utpa.edu/dept/csl/csl.html](http://www.utpa.edu/dept/csl/csl.html)*

#### English Language Institute

The English Language Institute provides English language instruction to students, professionals and other individuals whose first language is not English; enhances ESL students' ability to participate successfully in an American cultural environment; and academically prepares students to pursue a degree at an American university. The English Language Institute has offered non-credit intensive and semi-intensive instructional English programs to nonnative speakers from the community and abroad since 1972.

*Lamar Building, Rm. 1*

*Phone: 956/381-2133*

*Email: [eli@utpa.edu](mailto:eli@utpa.edu)*

*<http://www.utpa.edu/eli>*

### **Institute for Population Health Policy**

The Institute for Population Health Policy (IPHP) coordinates health policy research initiatives and provides resources for policy-oriented research to faculty and students at UTPA. The IPHP facilitates population health policy research on campus and disseminates research activities to both academic and health policy circles. The long-term goal of the Institute's research program is to improve health status and reduce health disparities. The Institute thrives to become a national leader in population health, health economics and health services research. The IPHP has collaborative partnerships with several universities with an international reputation in health care and health policy research.

*International Trade and Technology Bldg., Rm. 1.404N*

*Phone 956/318-5306*

*www.utpa.edu/iphp*

### **International Journal of Mathematics and Mathematical Sciences**

The main editorial office of the International Journal of Mathematics and Mathematical Sciences (IJMMS) is located in the Department of Mathematics at The University of Texas-Pan American. This is a refereed weekly journal devoted to publication of original research papers, research notes, and research expository and survey articles, with emphasis on unsolved problems and open questions in mathematics and mathematical sciences. All areas listed on the cover of mathematical reviews — such as Pure and Applied Mathematics, Mathematical Physics, Theoretical Mechanics, Probability and Mathematical Statistics and Mathematical Biology — are included within the scope of the journal. Dr. Lokenath Debnath, professor and chair of the Department of Mathematics, is the founding managing editor of IJMMS. The international journal will always carry out not only research, knowledge, and information, but also the name and therefore, the prestige of The University of Texas-Pan American.

*Department of Mathematics*

*Phone 956/381-3452*

*www.math.utpa.edu/ijmms.html*

### **Neuhaus Center for Entrepreneurship and Economic Education**

The Neuhaus Center for Entrepreneurship and Economic Education is a multifaceted center that aims to propagate the benefits of entrepreneurship and the market system to the Rio Grande Valley community. With regard to education programs, the center coordinates a set of courses on entrepreneurship that undergraduate students in the College of Business Administration may take to obtain a minor in entrepreneurship. The center is affiliated with the Texas Council on Economic Education. Through this partnership, programs on economic education are offered to elementary and secondary school teachers. The research activities of the center foster basic and applied research on

the characteristics and workings of the small firm with a particular emphasis on the Rio Grande Valley and northern Mexico. One primary research goal of the center is to better understand the forces driving small business success in the local community.

*College of Business Administration, Rm. 216B*

*Phone: 956/381-7136*

*http://coba.utpa.edu/neuhaus*

### **Raúl Yzaguirre Policy Institute**

The Raúl Yzaguirre Policy Institute (RYPI) is the first national Latino leadership and policy institute along the U.S.-Mexico border. The mission of RYPI is to create a world-class center for scholarship research in areas affecting and impacting Hispanics and to serve as a catalyst in the constructive formation of tomorrow's Hispanic leaders. The main goals of the institute include (1) training Latino leaders at all levels and exposing all leaders to Latino issues and (2) researching regional, national and international issues that impact or are impacted by Latinos. The policy research program collects and disseminates information pertaining to the social, political and economic forces affecting Hispanics in America. Researchers analyze the effects of government actions relating to public policy including their causes and consequences.

*Office of Graduate Studies, Rm. AB 116*

*Phone: 956/381-3661*

*www.utpa.edu/yzaguirre*

### **South Texas Border Health Disparities Center**

The South Texas Border Health Disparities Center at The University of Texas-Pan American is dedicated to the advancement of knowledge on health disparities by enhancing the institutional capacity to conduct health disparities research addressing issues particular to the largely Hispanic population along the U.S.-Mexico border. The Center was established in September 2008 by a grant from U.S. Department of Health and Human Services.

*International Trade & Technology Bldg., Rm. 1.404N*

*Phone: 956/316-7937*

*www.utpa.edu/health*

### **Speech and Hearing Center**

The UT Pan American Speech and Hearing Center's Speech-Language and Audiology clinics provide comprehensive evaluations for children, college students and older adults. The Speech-Language Clinic evaluates speech, language, feeding, swallowing and related behaviors. The Audiology Clinic evaluates hearing and provides hearing aid fittings. Clients may be referred to other treatment centers in the area or recommended for therapy in the Speech and Hearing Center. Therapy services are provided in the Speech and Hearing Center on a limited basis. The clinic treats communication disorders related to aphasia, fluency, developmental delay, voice, dysphagia, hearing impairment and others. Evaluation and therapy services are available in English or Spanish. The center also provides accent reduction

classes for individuals learning American-English as a second language.

*Health Sciences and Human Services Bldg. West, Rm. 1.112*  
*Phone: 956/381-3587*

### Statistical Consulting Center

The Statistical Consulting Center is an educational and service center within the Department of Mathematics at UTPA that provides training to students, assists individuals in practical use of statistics, participates in research projects by providing high quality statistical advice and collaborates with researchers in interdisciplinary research activities. The center provides statistical consulting advice on design of experiments, data management, statistical modeling, and statistical analysis of experiments and studies. Its customers include students, faculty and research groups from UTPA, and researchers from academic and non-academic organizations in the Rio Grande Valley.

*Department of Mathematics*

*Phone: 956/381-3452*

<http://www.math.utpa.edu/xhwang/scc.html>

### Texas Manufacturing Assistance Center

The Texas Manufacturing Assistance Center (TMAC) exists to enhance the competitive position of the state's manufacturing sector. TMAC's manufacturing professionals work with a wide range of industrial firms delivering training, providing technical assistance, and implementing best business practices. A particular emphasis is placed on the needs of small to mid-sized manufacturers. Focus areas include lean manufacturing and lean office principles, strategic management, quality systems, environment and safety. TMAC is an affiliate of the Manufacturing Extension Partnership (MEP) program of National Institute of Standards and Technology (NIST), which provides Federal funding. TMAC consists of seven partner institutions delivering services statewide.

*Academic Support Facility, Rm. 1.301*

*Phone: 956/316-7011*

*Email: [tmac@utpa.edu](mailto:tmac@utpa.edu)*

*[www.utpa.edu/tmac](http://www.utpa.edu/tmac)*

### UTPA Press

Established in 1983 as an extension of the teaching mission of Pan American University, the Press serves both the academic community and the community at large. Through publication of research and materials of particular interest to the Southwestern region, bilingual and bicultural studies, and Latin American business, economic, and cultural topics, the Press emphasizes research unique to the university's geographic, demographic, and cultural heritage. In addition to publishing full-length manuscripts, the Press serves as publisher/distributor to monographs, collections, and other materials chosen and edited with the various divisions of the University.

*Lamar Bldg., Rm. 9A*

*Phone 956/381-3638*

*Email: [bookworm@utpa.edu](mailto:bookworm@utpa.edu)*

*<http://utpress.utpa.edu>*

### Valley Markets and Tourism Research Center

The Valley Markets and Tourism Research Center in the College of Business Administration addresses social, cultural, environmental and economic issues related to the tourism industry locally, regionally and nationally. Tourism studies targeted by the center include senior travelers or "Winter Texans," Mexican national visitors to the United States, spring breakers at South Padre Island, ecotourism, historic tourism, recreational tourism and local residents' attitudes and reactions toward tourism. The center promotes tourism to Texas, particularly South Texas, and assesses the economic impact of tourism on the regions. It also provides an opportunity for students to learn applied research methodologies and to become involved in the research activities of the center.

*College of Business Administration, Rm. 124A*

*Phone 956/381-2829*

*<http://coba.utpa.edu/tourism>*

## Community Engagement

The mission of The Division of Community Engagement is to enhance UTPA's engagement with the community to meet challenges and maximize opportunities. Community Engagement is located at the International Trade and Technology Building and the UTPA Administrative Annex Building, which includes three focus areas. Each of the three focus areas, listed below with contact information, includes a number of sponsored centers, projects, and initiatives.

- **Economic and Community Development** is located at the International Trade and Technology Building, 1201 W. University, Edinburg, and can be reached via (956) 381-3361 or visiting the web sites.
- **Business Development and Innovation** is located at the UTPA Annex, AASA 160, 2412 S. Closner, Edinburg, and can be reached by calling 956/292-7535 or 292-7555 or visiting the respective web sites.
- **Rural Enterprise Development**— is located at the UTPA Annex, AASA 160, 2412 S. Closner, Edinburg, and can be reached by calling 956/292-7555 or 292-7535 or visiting the respective web sites.

### Economic and Community Development (ECD)

**Center for Entrepreneurship and Economic Development (CEED):** Serves as a catalyst for business and economic development through the development of public and private partnerships. <http://www.utpa.edu/ceed/>

**International Trade and Technology Center (IT<sup>2</sup>):**

Promotes international trade through the use of the latest technology. <http://www.utpa.edu/it2/>

**Data and Information System Center (DISC):** Serves the southernmost 19 counties of Texas by meeting their data and mapping needs. <http://www.utpa.edu/disc/>

**Southwest Border Nonprofit Resource Center (SBNRC):**

Builds capacity for sustainable, long-term development of nonprofit organizations through technical skills training, funding-sources research, and philanthropic-organizations' networks. <http://www.utpa.edu/sbnrc/>

**Mobile Community-Development Initiative (MCDI):**

Extends Community Engagement resources into South Texas communities through the use of a technologically advanced mobile unit. <http://www.utpa.edu/mcdi/>

**Hispanic Engineering Science and Technology (HESTEC)**

**Program:** Promotes science, technology, engineering, and math careers among South Texas students and culminates each year in a week-long event that promotes science literacy. <http://www.utpa.edu/hestec/>

**Festival of International Books and Arts (FESTIBA):**

An annual university community-engagement event that celebrates the arts and humanities, encourages literacy, and broadens cultural awareness. <http://www.utpa.edu/festiba/>

**Business Development and Innovation (BDI)**

**Small Business Development Center (SBDC):** Provides managerial and technical assistance to small business owners and entrepreneurs through free one-on-one business counseling and through workshops and seminars. <http://www.utpa.edu/sbdc/>

**Project ASSIST:** Assists small businesses along the Texas-Mexico border that are negatively impacted by NAFTA, with an emphasis on job creation and retention in South Texas. <http://www.utpa.edu/assist/>

**Procurement Technical Assistance Center (PTAC):**

Provides counseling, planning assistance, and training to business owners in a nine-county South Texas region to assist them in obtaining federal, state, local, and private contracts. <http://www.utpa.edu/ptac/>

**Texas Veterans Business Outreach Center (VBOC):** Assists in the creation, retention, and development of veteran-owned businesses across Texas and 14 surrounding states through on-line and on-site counseling and through training seminars. <http://www.utpa.edu/vboc/>

**Rural Enterprise Development (RED)**

**Texas Rural Cooperative Center (TRCC):** Provides training

and technical assistance to rural cooperatives, cooperative members, and member businesses in Texas with an emphasis on rural cooperative development in the South Texas region. <http://www.utpa.edu/trcc/>

**Hispanic Producers New Markets Initiative (HPNMI):**

Provides training and assistance to Hispanic farmers and ranchers to facilitate their entry into new, non-traditional, and value-added agricultural production in a 38-county Texas border-region area. <http://www.utpa.edu/hnmi/>

**Farm Ownership and Rural Growers Empowerment**

**Project (Project FORGE):** Provides outreach, training, and technical assistance to Hispanic producers of traditional crops in a 56-county border-region area in Texas and New Mexico. <http://www.utpa.edu/forge/>

**Farmers' Market Development Center (FMDC):** Assists with the development of farmers' markets and other direct-marketing options for small-scale agricultural producers in a 26-county South Texas Region. <http://www.utpa.edu/fmdc/>

**Initiative to Grow Farmers for Direct Marketing:** recruits small-scale farmers to participate in farmers' markets that are located in a 26-county region of South Texas. <http://www.utpa.edu/igfdm/>

**Initiative for Child Nutrition through Agriculture (ICNA):** Establishes nutrition gardens at public schools in South Texas and incorporates garden production into school lunch programs. <http://www.utpa.edu/icna/>

## Cultural Activities

### Art Department Exhibits

The Charles and Dorothy Clark Gallery, located in the Fine Arts Complex, and the University Gallery, located in the Communication Arts and Sciences Building (COAS), feature art exhibitions that are free and open to the public throughout the year. Works by UTPA faculty and students as well as professional artists are exhibited. Located in the Lamar School complex, the Lamar Gallery exhibits work from the University's permanent collection. The art galleries are administered through the Department of Art. The office for the University Art Galleries is adjacent to the Clark Gallery in the Fine Arts Complex. The gallery director may be reached at 956/381-2655 or by e-mail at [galleries@utpa.edu](mailto:galleries@utpa.edu).

### Dance Companies

UT Pan American Dance Ensemble: Founded in 1984, the Dance Ensemble is the only modern/contemporary dance company in the Rio Grande Valley. Membership in the company is open to all UT Pan American students and is determined by audition. The Dance Ensemble focuses on producing formal theatrical dance performances that maintain high artistic and production standards. Health and Physical Education Building II, Room 110, telephone 956/381-2315.

UT Pan American Folkloric Dance Company: The UT Pan American Folkloric Dance Company, organized in 1970, has as its purpose the preservation and performance of the dance art of Mexico and Spain. During the performing season, the company presents numerous concerts for school children, the general public and private affairs throughout the University, community and state. Membership in the company is available through class audition. Health and Physical Education Building I, Room 110F, telephone 956/381-2230.

### **Faculty Artist Series**

During the school year, the Department of Music presents a series of performances by faculty members in addition to student recitals. Included in these recitals are vocal and instrumental performances. Fine Arts Complex, Room 132, telephone 956/381-3471.

### **Guest Author Program**

Through its Guest Author Program, the Department of English brings prominent literary authors novelists, poets, dramatists to campus to address the student body and the public. Department of English, Communication Arts and Sciences Building, Room 211, telephone 956-381-3421. -

## **Musical Performances**

Performing for students and the public are the University Choir, Men's and Women's Choruses, Concert Band, Jazz Ensemble, South Texas Chamber Orchestra, Mariachi and the Valley Symphony Orchestra and Chorale. Telephone 956/381-3471 for more information.

## **Albert L. Jeffers Theatre**

The Albert L. Jeffers Theatre produces seven to 10 full-length plays each year, including three to four plays in the summer during Pan American Summer Stock (PASS), and four to five plays in the fall and spring. The community can purchase individual tickets to each performance; season subscriptions are also available.

University ID cardholders are permitted two free admissions per ID and as space permits. Actors include University students, faculty and staff, along with community members. The Albert L. Jeffers Theatre seeks to present, within a four-year cycle, quality productions featuring examples from every major genre of dramatic literature. Performances for children and children's theater classes are frequently offered. Funding for the Albert L. Jeffers Theatre is provided by Student Activity Fees, donations, grants and other sources. Communication Arts and Sciences Building (COAS), Box Office first floor, telephone 956/381-3581.

## **Public Use of Facilities**

The property, buildings or facilities owned or controlled by The University of Texas-Pan American are not open for assembly, speech or other activities as are the public streets,

sidewalks and parks. The responsibility of the UT System Board of Regents 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 UT System or component institutions be regulated.

No person, organization, group, association or corporation may use property, buildings or facilities owned or controlled by UT Pan American for any purpose other than in the course of the regular programs or activities related to the role and mission of the University, unless authorized by the Regents' Rules and Regulations. Any authorized use must be conducted in compliance with the provisions of the Regents' Rules and Regulations, the University's Handbook of Operating Procedures, and applicable federal, state and local laws and regulations.

Anyone from outside the University who is seeking information about scheduling and use of University Special Use Facilities should contact the Office of the Director of Auxiliary Services at 956/381-2224.

For more information, consult the Regents' Rules and Regulations and the University's Handbook of Operating Procedures.