

# Graduate Studies



**THE UNIVERSITY OF TEXAS  
OF THE PERMIAN BASIN**

## Catalog 2012-2014

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## Graduate Areas of Study at The University of Texas of the Permian Basin

<b>Subject</b>	<b>Masters Degree</b>	<b>Supporting Courses</b>	<b>Certification*/Preparation</b>
Biology	MS		
Business Administration	MBA		
Chemistry		Yes	
Communication		Yes	
Computer Science	MS		
Criminal Justice Administration	MS		
Education/Bilingual/ESL	MA	Supplement	
Education/Counseling	MA	LPC/Professional School Counseling	
Education/Educational Leadership Principal/Superintendent	MA		
Education/Professional Education	MA		
Education/Reading	MA	Reading Specialist/Master Reading Teacher	
Education/Special Education	MA	Supplement/Diagnostician	
English	MA		
Geology	MS		
History	MA		
Kinesiology	MS		
Mathematics	MA	Yes	
Professional Accountancy	MPA	CPA	
Psychology/ Applied Research	MA		
Psychology/Clinical	MA	LPC	
Public Administration	MPA		
Sociology		Yes	
Spanish	MA		

\*Certification by the appropriate agency generally requires specific courses, experience and tests. Consult the major area advisor for further information.

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# The University

The University of Texas of the Permian Basin, a component of The University of Texas System, is a general academic teaching institution. During 2003 the University celebrated its thirty years of operation. The University was authorized by the 61st Legislature in 1969 as an upper-level campus to offer Bachelor's and Master's degree programs. The University received authority to add freshman and sophomore classes in May 1991.

Today, the University has approximately 3,500 students in the programs in Arts & Sciences, Business, and Education. The campus has the latest in teaching technologies in its classrooms, as well as modern research facilities. The campus enjoys a new student housing complex, Visual Arts Studios, Library/Lecture Center, and student union facilities. The University also offers classes throughout the Permian Basin and beyond through the Regional Electronic Academic Communications Highway (REACH), which connects the University with area community colleges and schools.

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

## Mission

The University of Texas of the Permian Basin is a general academic university of The University of Texas System. The University of Texas System is committed to pursue high-quality educational opportunities for the enhancement of the human resources of Texas, the nation, and the world through intellectual and personal growth. The mission of The University of Texas of the Permian Basin is to provide quality education to all qualified students in a supportive educational environment; to promote excellence in teaching, research, and service; and to serve as a resource for the intellectual, social, economic, and technological advancement of the diverse constituency in Texas and the region.

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



**David Watts, Ph.D.**  
**President**

As President of the University, his vision is to make the University of Texas of the Permian Basin a beacon for West Texas, attracting students and faculty to create opportunities for a lifetime. He has provided leadership for growth, program expansion, and student service enhancement resulting in several record breaking enrollments. Scholarships have been expanded for entering freshman and for classroom teachers to pursue graduate degrees. Committed to building and maintaining strong relationships between U.T. Permian Basin and the communities it serves, Dr. Watts actively supports economic development in West Texas. A native Texan, Dr. Watts earned a bachelor's degree from U.T. Austin, and a master's and Ph.D. in sociology from the State University of New York at Buffalo. A consultant to federal, state, and local substance prevention and treatment programs, he has written numerous publications and grants on substance abuse. In 2001, he was named to the Community Boards of Wells Fargo Bank of Midland and Odessa.

**THE UNIVERSITY OF TEXAS SYSTEM  
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**Brenda Pejovich .....Dallas**

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**John Davis Rutkauskas.....**

**ADMINISTRATIVE OFFICERS**  
**The University of Texas of the Permian Basin**

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**Susan Lara ..... Vice President for Student Services**

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**Mylan Redfern .....Dean, College of Arts & Sciences**

**Rachel Juarez-Torres .....Interim Dean, School of Education**

**Jack Ladd.....Dean, School of Business**

# University Calendar

## Spring 2012

Registration Begins	November 1
Classes Begin	January 16
Martin Luther King Day – Classes Dismissed	January 17
Last Day of Late Registration	January 25
Last Day to Add a Course	January 25
Last Day to Drop with 100% Refund	February 1
Last Day to Drop without Creating an Academic Record	February 1
Last Day to File for Graduation	March 9
SPRING BREAK	March 12, 16
Last Day to Withdraw or Drop	March 30
Last Day to Submit Master's Thesis and Reports to Committee	March 30
Last Day to Take Oral Exam (Graduate Students)	April 27
Last Day to Submit Final Copies of Approved Thesis or Report to Graduate Studies office	May 3
Last Regular Class Day	May 4
Final Exams	May 7, 10
Semester Ends	May 11
Commencement	May 12

## Maymester 2012

Registration and First Day of Class	May 14
Tuition and Fee Payment Deadline for Students who Registered	May 14
Last Day to Add a Course	May 15
Last Day to Drop* a Course with a Refund	May 15
Last Day to Drop* Without Creating an Academic Record	May 15
Last Day to Drop* or Withdraw**	May 21
Last Day of Class and Final Examinations	May 31

## Summer 2012

Registration	November 1, 2011
Classes Begin (Summer I and Whole Summer)	June 4
Summer I Ends	July 5
Last day to Apply for Graduation	July 6
Classes Begin (Summer II)	July 9
Last day to Submit a Master's Project or Thesis to Committee	July 13
Last day to Take Oral Examinations (Graduate Students)	July 20
Last day to Submit Thesis or Project to Graduate Studies	July 27
Classes End (Summer II and Whole Summer)	August 9
Commencement	August 10

# Learning Resources

## **Information Resources Division**

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

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

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

## **Information Resources Access Policy**

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

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

## **The J. Conrad Dunagan Library**

The J. Conrad Dunagan Library is a blend of traditional resources and new technology, pursuing a vision of becoming the learning nexus for the university community by promoting information literacy, offering innovative services and fostering lifelong learning behaviors. Ongoing workshops, classes and individual instruction promote command of the information technology skills needed to compete successfully in this century.

There is a core print collection of nearly 700 academic journals, more significantly the library provides access to more than 43,000 electronic journals. Access to these electronic materials is provided through consortial arrangements with the UT-System Digital Libraries Program, LEIAN, AMIGOS and other national and regional library consortia. The library holds 220,000 bound volumes, as well as significant microform collections. Cooperative agreements with the major national bibliographic utility (OCLC) supports interlibrary loan, which provides access to many books and journal articles not otherwise available to our students. By using the TexShare ILL Courier Services, a support program of the Texas State Library and Archives Commission, the Dunagan Library provides prompt and thorough ILL support. Also available is the TexShare Card program, which is a reciprocal borrowing program. It is designed to allow the registered users of participating institutions to directly borrow materials from the libraries of other participating institutions. To receive a TexShare card, the student must have a valid UTPB ID and fill out a short form at the Library Services Desk; there is also a programmatic one day waiting period before card issuance.

Other types of resources are available in Special Collections, particularly relating to the history of the Permian Basin and the western regions of Texas. These materials include materials by and about J. Frank Dobie; the papers of regional leaders John Ben Shepperd and J. Conrad Dunagan; manuscripts of important Texas writers; a Texas history collection, and a unique collection of regional photographs. UTPB is a Regional Historic Resource Depository.

## **The University Math and Science Center**

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

## **The Writing Center**

Assistance with all types of writing assignments is provided by the University Writing Center. The UWC provides critiques of student writing; advice on citation styles; tutorial assistance with individual writing needs; guidance on resumes, letters of application, and entrance essays for graduate school admissions. We work with writers of all abilities, from the struggling writer to the highly accomplished. The UWC also provides THEA remediation, testing for the English Entrance Exam, and a broad program of workshops. The UWC schedule is quite broad, but we also accept online submissions for those who cannot find the time to come in. We usually respond to online submissions within 48 hours.

The UWC staff is trained for work with complex projects, such as those written for senior research and graduate programs. The nature of these assignments can impact the amount of time necessary for review, so students are encouraged to call or come in to discuss their work well in advance of due dates.

The UWC is located on the second floor of the Mesa Building, room 2100, just across from the elevators and student union. Call us at 552-2302 to set up an appointment or discuss an up-coming assignment.

## **Publication & Special Projects**

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

## **REACH Distance Learning Program Center**

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

## **University Facilities**

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

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

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

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

## University Centers and Institutes

### **Center for Energy and Economic Diversification**

The Center for Energy and Economic Diversification (CEED) encompasses The University of Texas of the Permian Basin research and extension programs targeted at strengthening the economic development of the region. CEED is housed in a special use facility, which carries its name and which has become the focal point for economic development in West Texas. Programs housed in CEED include the Small Business Development Center, the Petroleum Industry Alliance, and the Engineering Department.

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

The University Counseling and Psychological Services Center is located on the South Campus. Services are available at no charge to U.T. Permian Basin students. Psychological counseling and life skills services are available. Office hours are Monday through Thursday from noon until 5:00 p.m. Morning and evening times are available by appointment.

The Center also provides supervised experiences for graduate students in psychology who wish to pursue the license in counseling.

### **Petroleum Industry Alliance**

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

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

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

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

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

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

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

## **Small Business Development Center**

The Small Business Development Center (SBDC) program was initiated at UT Permian Basin in 1986 and moved to the CEED facility in 1990. The goals of the SBDC program are to:

- Provide free, in-depth, quality assistance to small businesses in business plan development and improvement, finding sources and preparing for financing, business start-up and expansion, marketing research and planning, financial analysis, and ongoing management issues.
- Act as an advocate for small business, actively supporting and promoting small business interests;
- Help economic growth of the communities served and create a broad-based delivery system;
- Serve as a liaison, linking resources of federal, state and local governments with those of colleges, universities and the private sector to meet the specialized and complex needs of the small business community; and
- Develop and expand unique resources of the educational system, the private sector and state and local governments to provide services to the small business community not available elsewhere.

The core objective for the SBDC program is focused on client counseling and training. This activity focuses on start-up, expansion and problem solving for small businesses in the sixteen county area. The SBDC program can maximize the usefulness of all available resources. One precept of the program is that all funding participants in the program will have their program development contributions highly leveraged. Each SBDC must identify and utilize non-federal resources at all levels.

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

In 1984, the Texas Leadership Forum was founded to honor John Ben Shepperd and his contributions to Texas and his commitment to volunteerism. Then, in 1994, the 74<sup>th</sup> Session of the Texas Legislature made the decision to underwrite the John Ben Shepperd Public Leadership Institute, which is housed on the campus of the University of Texas of the Permian Basin.

The Shepperd Institute operates in tandem with the Shepperd Leadership Advisory Council, composed of leaders throughout the State of Texas and other private citizens who are active in the community and/or in public service.

*Mission Statement: To provide Texans an education for and about leadership, ethics and service.*

### **Programs:**

- **Academic Studies at the University of Texas of the Permian Basin**  
The multidisciplinary Bachelor of Arts degree in Leadership Studies is offered in cooperation with the Shepperd Leadership Institute at the University of Texas of the Permian Basin. Students are given the opportunity to practice leadership skills through internships with community leaders.  
The Institute also collaborates with UT Permian Basin in offering a Master of Public Administration degree. This degree can be customized in one of the three specialization areas: political leadership, community and economic development, nonprofit leadership.
- **Shepperd's Edge** This informative and entertaining program prepares students for the challenges facing Texans at this time and encourages them to "think outside the box" in order to develop into productive and effective members of society. The program focuses on personality and working with others, group processes, styles of leadership and networking.
- **Shepperd Distinguished Lecture Series**  
The Shepperd Institute has a dynamic history of hosting nationally known speakers. This program traditionally highlights significant political, educational and business leaders with one goal in mind: bringing together thoughtful people in order to facilitate understanding. These events encourage active participation in the leadership process and provide the unique opportunity to observe the personality and hear the insights of key players on the national and international scene.



- **Shepperd Town Hall Series**  
Each summer, the Shepperd Institute sponsors a lively interchange between political figures from Midland and Odessa. This unique event has proven to be very popular with the citizens of the area. There is a question and answer segment, and suggestions generated by the speakers and the audience as to how to bring the two successful cities together.
- **Shepperd Practical Leadership Workshops**  
These Workshops are designed to teach the basics of leadership and provide the toolsets necessary to create positive change in all areas of life. The sessions are very practical and interactive. The “transferable concepts” are acquired through demonstrations, role-playing, practical applications and a question and answer session. Each workshop is taught by a key leader with experience and specialized skills, offering not only information, but also mentoring opportunities.
- **Texas Leadership Forum**  
For over twenty-five years, the Texas Leadership Forum has been designed to capitalize on the experience of current Texas leaders in order to develop the leaders of the future. Through the breakout sessions, the networking opportunities, the general sessions with leading authorities, and other events, each attendee is given a unique opportunity to sharpen his/her leadership skills and acquire new skills.

Another outstanding feature of the Texas Leadership Forum is the recognition of outstanding Texas leaders. The awards highlight individuals who have demonstrated exemplary public service and are dedicated to improving Texas. Award winners are selected on the basis of input from the public and a blue-ribbon committee.

- **Shepperd Journal of Practical Leadership**  
This refereed research journal is dedicated to the lessons and study of leadership. Published annually by the Institute, it features scholarly articles from authors from across the U.S. It is a significant resource to the in-depth education of both academic and applied leadership. Also, it provides essential information for study and reflection about the emerging questions in the field of leadership, education, politics, and others.
- **Shepperd E-Leader**  
The Shepperd e-Leader, a free, monthly newsletter, is distributed to over 1100 individuals. It includes the following, among other topics and subjects:
  - Current event updates
  - Book recommendations
  - Interviews with leaders and speakers
  - Useful information about speaking, reading, and being a leader in today’s world

Overall, the Shepperd Institute is committed to bringing quality programs to its target audience, keeping up with new and changing concepts in leadership, and building leaders in Texas who will maintain the ideas and integrity of General Shepperd and enhance the future of Texas leaders.

# Graduate Studies



Juli D'Ann Ratheal, Ed.D.  
Assistant Vice President for Graduate Studies and Research  
Associate Professor of Mathematics

## Introduction

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

The University's graduate programs are administered by the Assistant Vice President for Graduate Studies under the direction of the Provost and Vice President for Academic Affairs. The Graduate Council, composed of two elected member from each of the Schools, one from each of the departments in the College of Arts and Sciences, and the Assistant Vice President for Graduate Studies, is responsible for developing policies and procedures for graduate education. It also advises the University administration on the operation of graduate programs.

## Programs in Graduate Studies

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

<b><u>College of Arts and Sciences</u></b>	<b>Dr. Mylan Redfern, Dean</b>	432-552-2222
<b>Master of Science in Biology</b>	Department of Biology Dr. Diane Post	432-552-2271
<b>Master of Science in Computer Science</b>	Department of Mathematics and Computer Science Dr. Ilhyun Lee	432-552-2252
<b>Master of Science in Criminal Justice Administration</b>	Department of Social Sciences Dr. Anthony Hoskin	432-552-2360
<b>Master of Arts in English</b>	Department of Literature And Languages Dr. Sophia Andres	432-552-2293
<b>Master of Arts in History</b>	Department of History Dr. Ana Martinez-Catsam	432-552-2313
<b>Master of Science in Geology</b>	Department of Physical Sciences Dr. Emilio Mutis	432-552-2243
<b>Master of Science in Kinesiology</b>	Department of Kinesiology Dr. James Eldridge	432-552-2331
<b>Master of Arts in Psychology</b> with options in : Clinical Psychology Applied Research Psychology	Department of Psychology Dr. Jim Olson Dr. Spencer Thompson	432-552-2345 432-552-2350

<b>Master of Public Administration</b>	Department of Social Sciences Dr. Carol Traut	432-522-2341
<b>Master of Arts in Spanish</b>	Department of Literature And Languages Dr. Rhina Toruno	432-552-2308
<b><u>School of Business</u></b>	<b>Jack Ladd, Esq., Dean</b>	432-552-2170
<b>Master of Business Administration Master of Professional Accountancy</b>	Chair, Graduate Business Studies Dr. Barbara Scofield	432-552-2183
<b><u>School of Education</u></b>	<b>Dr. Rachel Juarez-Torres, Interim Dean</b>	432-552-2129
<b>Master of Arts in Education</b> with options in :		
Bilingual/ESL	Dr. Yolanda Salgado	432-552-2600
Counseling	Dr. Janet Carter	432-552-2146
Educational Leadership	Dr. Jessica Garrett-Staib	432-552-2169
Professional Education	Dr. Rachel Juarez-Torres	432-552-2129
Reading	Dr. Jeannine Hurst	432-552-2145
Special Education	Dr. Frank Mullins	432-552-2149

## Admissions

There are five basic requirements for acceptance to a graduate program: (1) a bachelor's degree from an accredited institution in the United States or proof of equivalent training at a foreign institution; (2) a 3.0 average or better in upper level (junior and senior level) work and in any graduate work already completed or other evidence of ability to succeed in graduate study; (3) a satisfactory score on the Graduate Record Examination (or, for the MBA and MPA programs, the Graduate Management Admission Test) or other evidence of ability to succeed in graduate study\*); (4) adequate subject preparation for the proposed graduate program; and (5) acceptance by the Graduate Acceptance Committee of the School/Department in which the student expects to pursue graduate study. Individual degree programs may have additional requirements for acceptance to graduate study and advancement to candidacy for the degree.

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

All students who wish to apply should:

1. Secure an application from the Office of Admissions or from the online common application at <https://www.applytexas.org>, complete it, return it to the Office of Admissions; and
2. Present an Official Transcript certifying completion of a bachelor's degree.

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

1. Supply Official Transcripts of **all** previous college level work from the school where the credit was originally granted.
2. Submit standardized test scores as follows:

- For certification – THEA (Texas Higher Education Assessment)
- For Business – GMAT (Graduate Management Admission Test)
- For other programs - GRE (Graduate Record Exam)
- International students – TOEFL

3. Supply other materials required by the program. (See program descriptions.)

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

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

### Additional Admissions Information

**Deadlines for Submission of Application:** The application and all supporting documents should be received by the Admissions Office at least 60 days prior to the registration date. Special Status students can be registered for one semester with proof of a baccalaureate degree at the time of registration.

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

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

**Senior-Graduate Concurrent Study:** UT Permian Basin seniors needing fewer than 10 semester credits for graduation and meeting other admission requirements may be admitted to graduate study. They must be registered concurrently for all remaining courses required for the bachelor's degree and obtain written permission from the Assistant Vice President for Graduate Studies to take graduate courses. (The MPA program has provisions for concurrent study. See pages 72-74).

#### **Academic Fresh Start:**

##### Undergraduate Programs

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, 51.931 and applies for admission to a postgraduate or professional program will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

##### Postgraduate/Professional Programs

An applicant who has earned a baccalaureate degree under the "academic fresh start" statute, Texas Education Code, Section 51.931, and applies for admission to a postgraduate or professional program will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein for admission to the postgraduate or professional program.

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

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

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

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

### International Students

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

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

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

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

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

**1. High School or Secondary School Transcripts** - Submit an official record (transcript) of all secondary school work attempted, including subjects taken and grades earned. In addition, an official copy of final examinations taken at the end of the secondary school program, such as school leaving certificates and matriculation exam results should be submitted. If documents are written in a language other than English, complete and official English translations must be provided. Each transcript (mark sheet) should contain a complete record of studies at the institution from which it is issued (i.e. the subjects taken and grades (marks) earned in each subject.) Send these to UTPB Admissions, 4901 E. University, Odessa, TX 79762-0001.

**2. College/University Transcripts** - Official, certified transcripts of student's academic record (mark sheets) from universities previously attended must be submitted. Both a copy of the official foreign academic record and an official English translation must be included. Moreover, where university level studies are to be considered for possible undergraduate transfer credit, a syllabus, catalog or similar bulletin must be submitted which describes the courses in sufficient detail for proper evaluation.

**3. Certification of Financial Support** – Student must submit a completed and signed Certification of Finances form that provides evidence guaranteeing the student's ability to pay expenses while enrolled at U. T. Permian Basin. This form must be accompanied by documentation supporting the statement in the form of a current letter from a bank or other reliable institution or from the sponsor's employer. (Photo static copies of support statements furnished to meet another university's requirements are not acceptable.) **The University has no financial aid available for international students.** Additional support can be from family members, a sponsor or government with supporting documentation and signatures attached to the Certification of Finances Form (available online at [www.utpb.edu](http://www.utpb.edu).)

**4. English Proficiency** - All applicants whose native language is not English, must submit proof of English proficiency by one of the following:

- a. TOEFL scores or other evidence of communication skills sufficient for classroom work may be requested if the student's first language is not English or if academic preparation was not in English. **Test of English as a Foreign Language (TOEFL)** scores must be submitted before admission will be granted. Minimum score for admission consideration is 550 (paper-based), 213 (computer-based), or 79(internet-based). Information concerning the TOEFL may be obtained by writing to: **TOEFL, Box 899, Princeton, NJ 08540 (The University of Texas of the Permian Basin institution number: 6914) or**
- b. **The Academic Examination of International English Language Testing System (IELTS)** with a minimum score of 6.5 or better. There is no institutional code for UTPB and so send your scores to **UTPB Admission, 4901 E. University, Odessa, TX 79762-0001 or**
- c. **An official transcript from a regionally accredited US college or university showing degree earned.**

**5. Medical Insurance Requirement** - It is required for international students on F-1 visas to have medical hospitalization and repatriation insurance for themselves. Insurance for dependents is optional. Students on J-1 visas are required to carry medical, hospitalization and repatriation insurance for themselves and their dependents.

**6. Employment Restrictions** - Students on F-1 visas do not normally have employment privileges. Government regulations require international students to certify that they have finances deemed sufficient by the University while pursuing their degree without employment. Thus, international students should not expect to support themselves through employment while attending the University. International students may request permission to seek employment while attending the

University after they have completed one academic year of study. See the International Student Advisor.

7. **Full course of study**- Holders of F-1 student visas and J-1 sponsored Student Visas must enroll for a full load of study. Nine semester hours is the minimum load for graduate students.

8. **Graduate Studies** - Students requesting admission to graduate programs must comply with all of the above requirements **in addition** to the graduate studies requirements listed in the Graduate Catalog.

9. **International Transfers from U.S. Institutions** – Graduate students wishing to transfer to UTPB will be considered on a case by case basis. Only those students with a grade average of 3.0 or higher will be considered and no more than six semester hours of appropriate course work will be accepted in transfer. In some cases, after the appropriate appeal process is completed, an additional three semester hours may be accepted in transfer. If currently **“in-status”** under a F or J Visa, the United States Citizenship and Immigration Services (USCIS) must be notified when an international student transfers from one U. S. institution to another. Once a student is admitted, UTPB will provide a **Transfer-In Form** that will need to be completed by the previous U.S. institution and submitted to UTPB to release the active Visa information for update. However, if a student is **“out of status”** with USCIS, that student should reinstate him/herself with USCIS prior to enrolling at U. T. Permian Basin. Questions regarding a student’s immediate immigration status must be directed to the international student adviser. It is the student’s responsibility to obtain the correct visa and to maintain the appropriate immigration status while in the United States. International students should refer to, carefully read, and make sure the conditions of the visa, noted on the back of Form I-20 or DS2019, are understood **before** signing the form.

## ACCEPTANCE PROCEDURES

### **Process:**

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

### **Notification:**

Upon completion of its deliberations, the Graduate Acceptance Committee/Program Coordinator returns its decision and any conditions of acceptance to the Assistant Vice President for Graduate Studies and Research, who notifies the student in writing. Acceptance of a student to graduate study is subject to review by the Assistant Vice President for Graduate Studies and Research for consistency with graduate policies and procedures.

### **Acceptance of Degree Seeking Students**

Students are accepted to a degree program with regular status, provisional status, or conditional status. Students accepted into programs with other than regular status will be assigned special conditions by which they may attain regular status. These conditions may include specific courses, the order in which they may be taken, the number of semester hours to be taken and the minimum grade requirements. If these conditions are not met in their entirety, the student will be denied permission to continue in the graduate program.

1. A student is eligible for regular admission if: a) he/she has earned a graduate degree from an accredited college or university and has adequate preparation in the discipline, or b) a bachelor’s degree from an accredited institution, adequate preparation in the discipline, and a satisfactory Entrance Score on the GRE or GMAT.

An applicant’s performance on a standardized test may not be used in the admissions process for a graduate or professional program as the sole criterion for consideration of the applicant or as the primary criterion to end

consideration of the applicant. No specific weight will be assigned to any one factor being considered in the admissions process for a graduate or professional program.

2. A student who does not meet these requirements above may be considered for regular or provisional admission into a graduate or professional program. Applicants may present materials addressing the potential for success in graduate studies. In addition to letters of reference, the following information may be considered: high school and undergraduate academic records; socioeconomic background while attending elementary and secondary and undergraduate schools (including changes in background); first generation status to attend or graduate from an undergraduate program or from a graduate or professional program; multilingual proficiency; duties while attending school including employment, raising children, and other; region of school district for public high school graduation in Texas within the preceding 20 years and region of residence at the time of application; involvement in community activities; demonstrated commitment to a field of study; current comparative availability of members of a professional program in the applicant's region of residence while attending elementary and secondary school; automatic admission to a general academic teaching institution as an undergraduate student under Section 51.803; and personal interviews.
3. A student who meets admission requirements but has deficiencies in undergraduate preparation in the discipline is eligible for conditional acceptance. A student so accepted shall be assigned specific requirements in terms of courses and performance. In some programs, these requirements must be met satisfactorily before the student may begin the graduate program.

A student who is not admitted may be given information and counseling regarding other programs or preparation for reapplication.

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

### Acceptance of Non-degree Seeking Students

1. Certification Seeking Students:

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

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

2. Graduate Enrichment Students:

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

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

**NOTE:** Students who wish to transfer credit to other programs are admissible, but should verify acceptance of the course to their home program prior to enrollment. The Assistant Vice President for Graduate Studies can help assemble information needed for evaluation of the course(s) by the accepting institution.

3. Special Status Students:

Students in their first semester of graduate study who have applied to a graduate degree program and are pending acceptance to a graduate degree program.

Special status post-baccalaureate students who wish to request permission to count the course work taken during their first semester on campus toward a graduate degree must complete the acceptance process including GRE or



GMAT testing and submission of all transcripts in the first semester of study. If the student does not complete the acceptance process in the first semester and later wishes to enter a degree program, a maximum of 6 semester credit hours of course work may be applied to the degree program. The application of courses taken as a special status student to a degree program is subject to the approval of the student's graduate committee and department chair or program coordinator. **No 4000-level courses taken as a special status student are eligible for credit toward graduate degree requirements.**

## Financial Assistance

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

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

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

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

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

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

### **Graduate Scholarship and Assistantships:**

A limited number of scholarships and Graduate Assistantships are available. Students employed as graduate assistants in either teaching or research must be accepted into a program in a regular or provisional status at the time the appointment is made and enroll in 9 hours of coursework applicable to the degree plan during the fall and spring semester. A limited number of summer appointments may be available and require 3 to 9 hours of enrollment. Students who accept Assistantships are University employees and thus are obligated in the same way as other employees. An explanation of duties and responsibilities will be provided to each assistant. As a University employee, any Graduate Assistant wishing to accept employment in an off-campus job is required to file a written Request for Prior Approval of Outside Employment. The form is available in the office of the Provost and Vice President for Academic Affairs and online located on the UTPB

Home Page, Administration, Academic Affairs, and University Forms. Students may not be employed in another University appointment at the same time they hold an appointment as a Graduate Assistant. Additional information and applications can be found on the Graduate Studies and Research website as well as the Handbook of Operating Procedures.

## Services for Graduate Students

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

**Graduate Student Orientation** - Special sessions are available to help graduate students understand the details of graduate policies and procedures, to meet faculty and other graduate students, to review available resources, and answer questions from the students. These sessions are generally scheduled after the start of each fall and spring term. Multiple times are available to meet scheduling demands. The orientation is optional and interested students can contact the Office of Graduate Studies and Research for further information.

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

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

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

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

## Graduate Academic Regulations

### Student Responsibility

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

### Transfer Credits

Credit for graduate courses completed at another accredited institution may be applied toward a master's degree at UT Permian Basin. A maximum of six semester credits may be transferred if appropriate for the student's program and approved by the student's advisor. Three additional credits may be transferred upon approval of the Assistant Vice President for Graduate Studies. No course credit with a grade of C or lower may be transferred to UT Permian Basin. No undergraduate course work taken at another university, even when taken for graduate credit, may be transferred to UT Permian Basin.

All credit transfers must be approved after acceptance to a graduate program and *prior to the student's completion of 12 semester credit hours at UT Permian Basin*. It is the student's responsibility to initiate the approval process.

To receive more than a total of six hours of transfer credit, the student must file a petition with the Assistant Vice President for Graduate Studies. The petition must include the recommendation of the student's advisor and committee. Requests for more than a total of nine semester hours of transfer credit must go to the Graduate Council for a decision.

Should the advisor and/or Assistant Vice President for Graduate Studies not approve the transfer of any credits, the student has the right to submit a petition to the Graduate Council, which will make the final decision. When submitted to the Graduate Council, the petition must include the recommendation of the student's advisor, committee, and the Assistant Vice President for Graduate Studies.

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

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

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

### **Additional Course Credits**

No course counted toward another degree may be counted toward a master's degree, either directly or by substitution. Students may apply a maximum of six credit hours of 4000-level courses toward master's degree requirements. In order to be eligible to count toward the degree, these courses must be approved by the master's degree committee and taken **after** acceptance to a degree program.

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

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

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

Self-paced courses are offered in many fields or degree programs. Students in SPI courses are provided with a course outline including instructions for study, activities to complete, sources of information and other necessary instructions. Students may visit the instructor as often as needed to discuss and clarify the course material and to answer questions. When students believe they have mastered a unit within a SPI course, they may take the appropriate test. If students pass at the prescribed level, they proceed to the next unit. In some courses, if students do not pass the unit, they may restudy it until they pass the test. Each unit must be passed in sequential order, so when all units and tests are successfully completed, students should have mastered the course material.

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

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

### **Technology Assisted Study**

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

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

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

### **Independent Study (see Contract Study)**

#### **Contract Study**

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

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

Contract Study Courses require a contract study form to be filled out, signed and turned into the Registrar's Office.

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

#### **Course Load**

Nine semester credit hours constitute a full-time semester load for graduate students. The maximum course load for graduate students is 15 semester credit hours in a fall or spring semester or 6 semester credit hours in a six week summer term.

Registration in excess of the maximum course load requires approval of the Assistant Vice President for Graduate Studies and Research.

Since the maximum load is limited by the Texas Higher Education Coordinating Board Rules, permission could be given only under exceptional circumstances. Students employed by UT Permian Basin as student or teaching assistants must reduce their course loads accordingly. Part-time students employed full-time may take no more than two courses per semester without the approval of the Assistant Vice President for Graduate Studies and Research. Students on academic probation should reduce their course load until their GPA is improved and probationary status is removed. The maximum credits for which students may register in a semester or summer term apply to the combined credit for both conventionally taught courses and self-paced courses. If students finish a self-paced course before the end of the semester or summer term, they may register for another self-paced course immediately or at any time during that semester up to four weeks prior to the end of the semester.

## **Attendance and Religious Holidays**

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

The University shall allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th class day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that religious date that the student would be absent for a religious holy day. The notification referred to above shall be in writing and the student shall deliver it personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or by certified mail, return receipt requested, addressed to the instructor of each class. Although a student who is excused under this policy may not be penalized for the absence, the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

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

## **Academic Honesty**

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

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

"Cheating" on a test includes:

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

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

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

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

## **Grading Policies and Academic Progress**

Students in graduate programs receive credit only for courses in which a grade of **A**, **B** or **C** has been earned. No more than two **C** grades in 6000-level courses may be counted toward the degree. Credit toward the degree will not be granted for any 4300-level courses in which a **C** is earned. Occurrence of a **D** or **F** in a graduate program shall be grounds for dismissal from the graduate program. The master's project/thesis will be graded **S** for Satisfactory and **U** for Unsatisfactory. All practicum courses will be graded by **S** and **U**. The **S** does not calculate in the Grade Point Average (GPA). The **U** calculates as a failing grade in the GPA. Degree candidates are required to present an overall average of not less than **B** (3.0) at the end of their program of study. Pluses and minuses do not enter into the GPA calculation (Refer to pages 17-18 for grade point calculation procedures).

For project/thesis work in progress, the letters **PR** will be assigned in lieu of a final grade. Upon completion of the master's project/thesis and upon final evaluation by the committee and approval by the Assistant Vice President for Graduate Studies, grades for the most recent enrollments (not to exceed six credits for thesis and three credits for project) will be converted to **S** or **U**. All grades of **PR** in excess of 6 credit hours for thesis and three credit hours for project will be converted to **NG** (No Grade). Neither the **PR** nor the **NG** grade calculates in the GPA at any time.

A grade of **I** (for conventional, independent study and partially self paced courses) or **Z** (for self paced courses) is reported when students have not met all requirements of a course by the end of the semester and the instructor considers the allowance of additional time to complete course requirements justified. When reporting an **I** grade, the instructor must complete an 'Incomplete Report' specifying: (1) the deficiency or the additional work to be done; (2) the length of time allowed to complete the work (no later than the last class day of the subsequent semester, summer excluded). When filing an Incomplete Form, the graduate faculty must indicate a default grade of B, C, D, F, or NG to be applied in the absence of a grade form indicating completion of the course. Faculty may extend an incomplete for a second semester by filing a second Incomplete Form with the Registrar. A student who registers for a class and then fails to attend any class meetings or take any test, and who neither withdraws nor formally drops the course, will be assigned the grade of **F**.

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

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

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

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

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

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

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

### **Repeat Policy**

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

### **Student Academic Appeal Procedures/Readmissions**

In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a serious effort to resolve the matter with the faculty member with whom the grievance originated. Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member's judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. If evidence warrants appeal, the

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

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

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

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

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

### **Drops, Adds and Withdrawal**

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

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

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

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

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

Withdrawing from the University should not be confused with dropping a course(s) while remaining enrolled in others. Students desiring to drop every course in which they are enrolled are considered to be withdrawing. Students should secure a withdrawal petition from the Registrar's Office, complete it and obtain the signature of the Business Office, the Library,

Security, and the Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal.

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

### **Program Planning**

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

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

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

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

The degree plan is not official until:

1. It is signed by the student, committee members, program head, graduate faculty representative and Assistant Vice President for Graduate Studies and,
2. It is filed in the Graduate Studies and Research office.

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

The master's degree must be completed **within** eight years. No course more than eight years old at the time of graduation may be applied toward requirements for the degree. This includes any transfer credit and project or thesis credit. For example, if the first course on the degree plan is dated Fall 2002, the student must graduate in or before Summer 2010.

### **Requirements for Completion of the Degree**

Successful completion of all courses and research requirements does not assure receipt of the master's degree. After all requirements have been fulfilled, candidates may be required to sit for an oral examination by their committee, which includes a representative of the graduate faculty. The examination covers the subject matter of the candidate's field or



discipline and research, if a project/thesis is part of the student's program. Candidates must demonstrate an appropriate level of knowledge and understanding of their field and research effort in the oral examination. Two negative votes on a committee of four or more members results in failure. Candidates failing the oral examination may sit for reexamination only twice more within five years of the initial failure. Candidates failing the examination will be given direction for study and rewriting of the project/thesis report in order to improve the chances of passing the examination on a subsequent attempt.

To determine if a program requires a written or oral examination, thesis, project or seminar consult the description for degree. Some programs have options available for student programs.

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

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

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

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

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

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

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

# Student Life

## Activities, Organizations, and Student Union

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

**New Student Orientation:** The Office of Student Life coordinates summer and January orientations for new students. Orientation leaders are all older students who can help new students become familiar with programs, services, and other resources available to them on campus. Some hOLA (Orientation Leaders Association) members are paid for a portion of the year, but most are volunteers with an expressed interest in helping new students.

**Pep Band and Mariachi Band:** A band director oversees the recruitment and training of these two music groups. Members in the Pep Band play at most home intercollegiate athletic events. The Mariachi Band also plays at most major on-campus events and focuses on the music of Central and South America.

**Publications:** The Office of Student Life supports the dissemination of news and information of student interest and the publication of literary and artistic student work.

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

*The Mesa Journal*, the award-winning student newspaper for U. T. Permian Basin, is a bimonthly newspaper that publishes news and information regarding the University, its students, and national or international news that affect the University community. *The Mesa Journal* provides an opportunity for students to gain newspaper journalism experience while attending the University and serves as an academic tool through the Mass Communications discipline. The editor and staff for *The Mesa Journal* are selected from the student body by the Humanities Department.

**Student Senate:** The Student Senate of U. T. Permian Basin is the elected student organization representing the interests and needs of the student body and is recognized by the administration of U. T. Permian Basin and by the Board of Regents of the U. T. System. Officers are elected at the end of each spring semester and Senators are elected at the end of spring and early in the fall semester. Candidate registration forms are available through the Student Senate Office. Students are encouraged to seek elected offices. The Student Senate makes recommendations to the administration on policies that affect the student body and appoints students to sit on important University committees with faculty and staff members.

The U. T. Permian Basin Student Senate co-sponsors the Halloween Carnival, Battle of the Bands, and many other activities that benefit the University community, the Odessa community, and the Permian Basin area. The Student Senate also provides limited funding for individual students and clubs to attend academic and professional conferences.

**Student Program Board:** The student program board is responsible for identifying, budgeting, and developing cultural, social and recreational programs for the student body. Students are encouraged to contact the program board to get involved as volunteer activity programmers or as paid part-time staff members. The U. T. Permian Basin Student Program Board brings in a variety of well-known and aspiring artists and entertainers, sponsors karaoke night in the Student Union, and takes students to regional and national leadership development conferences.

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

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

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

**The UTPB Student Union:** The Student Union is situated in the north half of the second floor of the Mesa Building and contains a work area with lockable work stations for student clubs and organizations. There are quiet study areas and meeting rooms in the Student Union.

**The Gymnasium/Pool Complex:** This three-story building is designed for recreational use by students, faculty and staff and their families. Dependent family members of students may use the Gymnasium/Pool Complex for a nominal fee.

The Gymnasium/Pool Complex consists of four racquetball courts, two volleyball, 4 badminton courts, and three basketball courts. The complex has an exercise room equipped with free weights and a full set of station weight machines and cardio exercise machines, such as treadmills, steppers, stationary bikes, and elliptical trainers. In addition, there is an athletic field, four lighted tennis courts, and 3.5 miles of walking, jogging and skating trails. The Olympic-size swimming pool is the largest outdoor pool in Odessa. It is heated for comfort and has certified lifeguards on duty during operating hours. The pool is open year round except from mid-October to mid-March.

**Housing:** The University of Texas of the Permian Basin offers a variety of options for students who desire on-campus residence. Many single students prefer the apartment-style units. These units are constructed as two and four bedroom fully furnished apartments for same sex occupancy. The two bedroom apartments are double occupancy; four students to an apartment. For a slightly higher price, students may select the four bedroom apartment with single occupancy bedrooms. The housing units are arranged around a centrally located laundry/recreational building for easy access. The University also offers single and married students options in its modular housing units. Students may select from efficiency, one bedroom, two bedroom, or three bedroom units.

The housing area is within easy walking distance of the University Mesa Building, the Visual Arts Building, the Library/Lecture Center and the science laboratories. All Student Housing prices include the cost of electricity, water, sewer, garbage collection, maintenance and police security. Student Housing is available on a first-come, first-served basis, and students must be enrolled full time. For additional information contact the Student Housing Office.

First-time students, including transfer students, who reside (or have been approved to reside in) in student housing must provide a certificate signed by a health practitioner evidencing that the student has been vaccinated against bacterial meningitis at least 10 days prior to the student taking up residence in student housing.

**Bookstore:** The Follett Bookstore, which is located in the courtyard area of the Mesa Building, carries course-related textbooks, general books, additional course materials, school supplies, discounted software for UTPB students, and collegiate apparel and gifts. Textbooks, clothing, and gifts can be ordered through our efollett website ([www.utpb.bkstr.com](http://www.utpb.bkstr.com)) for either store pick-up or shipment to the student's home. Graduation Regalia and graduation announcements are also ordered through the Bookstore. Refunds on textbooks are allowed for the first 7 days of class in long semesters, and first 5 days of the Summer sessions. Although the Bookstore does buy textbooks daily, scheduled buybacks are held during finals week in long semesters and held twice during the summer. Visa, Mastercard, Discover, and American Express cards are accepted, and gift cards are available. "A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer." *Texas Education Code*, Section 51.9705.

The Follett Bookstore is working on implementing a program called Booklook that will attach to the online catalog the university supplies. If a student is directed to the catalog, they will be able to pull up information that is required by the new act once the act is in effect.

The course schedules will include a notice that textbook information, including to the maximum extent practicable the International Standard Book Number and retail price information, will be available on the Internet course schedule for every

required and recommended textbook and supplemental materials and the notice will contain the Internet address for the course schedule.

## PASS Office

The Office for Programs Assisting Student Study (PASS) is a multiple resources center for students. This office provides both direct and indirect services to all students.

**Students with Disabilities Assistance:** The PASS office provides information about accommodations and provides services to students with disabilities. Students admitted to the University should contact the office one month in advance to set up services.

**Computer Support:** Personal computers are available for use by students in the PASS office. Word processing, tutorial, and standardized test preparation for the GRE, GMAT, and LSAT software are provided for student use. Reading, writing, and mathematics review guides and computer assisted skill sessions are available in the PASS Office. Students are encouraged to use these tutorials as needed.

**Counseling Services:** Academic training in the areas of study skills, career counseling and career interest testing and short-term problem solving services are available.

**Testing:** The PASS Office provides testing services for self-paced, correspondence courses and make-up exams. The office also administers the Institutional SAT, Quick TASP and placement in Math.

**Tutoring Services:** In the fall and spring semesters, several courses are identified in which students may have some difficulty. To support students who are taking those courses, a class tutor/mentor attends the class sessions and conducts study sessions at another schedules time for all the students in that class. There is no additional cost for this supplementary instruction services and students who take classes in which these tutor/mentors are available are encouraged to take full advantage of the opportunity. Research suggests that students participating in these study sessions make significant gains in their classes. Tutors may be available at no cost through the PASS Office. The PASS Office also maintains a list of tutors and will provide students with a list of available tutors who will tutor for a fee.

## Career Services

The U.T. Permian Basin Career Services Office provides career counseling, serves as a liaison between students seeking employment and prospective employers and develops career related programming for students and alumni. Services available include the DISCOVER career exploration system, Myers-Briggs Typology Indicator, job listings, placement files, resume assistance, mock interviews, on-campus interviews, and resources pertaining to job-hunting skills. Credentials files contain a student's resume, transcripts, letters of recommendation, and other pertinent information. Career services are available to all students and alumni.

**Career Guides:** Resource books and handouts are available in the Career Library. Resources include books, handouts and videos developed and available through the departmental website.

# Regulations Governing Student Conduct

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

**Disciplinary Procedures:** All students at The University of Texas of the Permian Basin are subject to all the *Rules and Regulations* of the Board of Regents of The University of Texas System and all institutional rules and regulations. *Rules* regarding students conduct and discipline are included in Series 50101 of the Regents' Rules and Regulations, The University of Texas of the Permian Basin Handbook of Operating Procedures, [http://www.utpb.edu/media/pdf/hop/Part\\_V.pdf](http://www.utpb.edu/media/pdf/hop/Part_V.pdf), and the Falcon Guide, <http://ss.utpb.edu/dean-of-students/student-conduct/>.

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

Disciplinary action could include:

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

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

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

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

The term "solicitation" means the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; an oral statement or the distribution or display of printed material, merchandise, or products that is designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; the receipt of or request for any gift or contribution; or the request to support or oppose a vote for or against a candidate, issue, or proposition appearing on the ballot at any election held pursuant to State or federal law or local ordinance.

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

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

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

The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Hazing includes but is not limited to:

- A. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- B. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- C. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health of the student;
- D. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- E. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

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

### **Use of Copyrighted Materials:**

It is the policy of The University of Texas of the Permian Basin to follow the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "Copyright Act"). Accordingly, all faculty, staff and students of The University of Texas System and its component institutions should follow these policy guidelines: Only copyrighted materials are subject to the restrictions in this Policy Statement. Uncopyrighted materials may be copied freely and without

restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected. The Copyright Office Circular 22 explains how to determine the copyright status of a work.

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

#### **Copyright Issues:**

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

#### **Gang-Free Zones:**

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

## **Student Appeals/Grievances**

Any student who believes that his or her rights have been abridged for any reason should seek redress abiding by the procedures set forth herein. A student grievance may involve faculty, staff or other students of the University. A grievance must be initiated within 30 calendar days from the date of the alleged infraction. Appeals regarding assigned grades must be addressed with the instructor within 30 days of the issuance of the grade. The time for filing a grievance can be waived for good cause as determined by the Dean of Students. Procedures for student appeals and grievances may be found in the Falcon Guide, <http://ss.utpb.edu/dean-of-students/student-grievances/>.

A grievance which has been brought forth and ruled on under other procedures may not be brought forth under these procedures and vice versa. A person who retaliates in any way against an individual who has filed a grievance is subject to disciplinary action up to and including expulsion. Any person who knowingly and intentionally files a false grievance under this policy is subject to disciplinary action up to and including expulsion.

## **Types of Grievances/Appeal**

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

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

At each stage of the appeal/grievance process, it is understood that the accused will be afforded the opportunity to present separately their perspective of the nature and relative facts pertaining to the issue in question. The following steps should be followed with respect to seeking redress of grievances:

### **Grade Appeal**

A student who wishes to dispute an assigned grade should first seek resolution via a meeting with the instructor. A written appeal should be presented to the instructor. The student should consult with the Student Rights Advocate and may consult with the advocate throughout the duration of the appeal process. The Student Rights Advocate is appointed by the Dean of Students. If, within five (5) working days of the meeting with the instructor, the student believes that the issue has not been addressed or disagrees with the outcome of the meeting with the instructor, the student should file a written appeal with the appropriate Department Chair and seek resolution through an appointment with the relevant Department Chair.

If, within ten (10) working days after the meeting with the Department Chair, the student believes the grade appeal has not been addressed or disagrees with the outcome of the meeting with the Department Chair, or if the accused does not have a Chair or the accused is the Chair, the student should file a written appeal with the appropriate academic Dean and seek an appointment with him or her. Upon receipt of the written appeal, the Dean will schedule a meeting with the student. Following the appointment with the student, the Dean will investigate the matter. The Dean shall respond to the appeal within (10) working days of the meeting with the student unless an investigation requires additional time in which case the circumstances should be documented. The decision of the Dean shall be FINAL.

### **Academic Grievance**

A student who has an academic grievance should first seek resolution of the grievance via a meeting with the instructor. A written appeal should be presented to the instructor. The student has the option of consulting with the Student Rights Advocate and may consult with the advocate throughout the duration of the appeal process. The Student Rights Advocate is appointed by the Dean of Students.

If, within (10) working days of the meeting with the instructor, the student believes that the academic grievance has not been addressed or disagrees with the outcome of the meeting with the instructor, the student should file a written complaint with the appropriate Department Chair and seek resolution through an appointment with the Department Chair.

If within ten (10) working days of meeting with the Department Chair the student believes that the academic grievance has not been addressed or disagrees with the outcome of the meeting with the Department Chair, or if the accused does not have a Chair or the accused is the Chair, the student should file a written complaint with the appropriate academic Dean and seek an appointment with the him or her.

Upon receipt of the written complaint, the Dean will schedule a meeting with the student. Following the appointment with the student, the Dean will investigate the matter. If within ten (10) working days after meeting with the Dean, a student



believes the academic grievance has not been addressed or disagrees with the outcome of the meeting with the Dean, or if the accused is the Dean, the student should file a written complaint with the Provost and Vice President for Academic Affairs and seek an appointment with him or her.

If within (10) working days after the meeting with the Provost and Vice President for Academic Affairs, the student believes the academic grievance has not been addressed or disagrees with the outcome of the meeting, the Student Rights Advocate will then inform and advise the President, who shall render a FINAL decision within (10) working days. The president should be provided with a timeline of the grievance and proposed resolutions at each step of the process.

### **Non-Academic Grievance**

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

First attempt to resolve the grievance with the person with whom they have a grievance. In instances where the student has good reason not to attempt a resolution with this person, the student should make an appointment and discuss the issue with the supervisor of the person with whom they have a grievance. If the grievance involves students only and the student has good reason not to attempt a resolution with this person, the grievance may be made directly to the Dean of Students.

If the grievance involves a University employee and within five (5) working days of meeting with the employee, the student believes the grievance has not been addressed or disagrees with the outcome of the meeting with the employee, the student should file a written complaint with the employee's supervisor and seek an appointment with him or her.

If the grievance involves a student and within five (5) working days of meeting with the accused student, the student believes the grievance has not been addressed or disagrees with the outcome of the meeting with the accused student, the student should file a written complaint with the Dean of Students and seek an appointment with him or her. A grievance filed against a student will be handled through the student conduct procedures as prescribed in Student Conduct and Discipline.

If within ten (10) working days after meeting with the employee's supervisor or Dean of Students, as appropriate, the student believes the grievance has not been addressed or disagrees with the outcome of the meeting, the student should file a written complaint with the Vice President for Student Services and seek an appointment with him or her.

If within ten (10) working days after meeting with the Vice President for Student Services the student believes the grievance has not been addressed or disagrees with the outcome of the meeting, the student should file a written complaint with the President, who shall render a FINAL decision within ten (10) working days. The president should be provided with a timeline of the grievance and proposed resolutions at each step of the process.

Grievances regarding disability, discrimination, sexual harassment sexual misconduct should be addressed in accordance with the appropriate policy of the University and may be found in the [Falcon Guide](#). (Reference ADA Grievance Policy; Non-Discrimination, Sexual Harassment and Sexual Assault Policy), <http://ss.utpb.edu/dean-of-students/student-grievances/>.

## **Health and Wellness**

**AIDS, HIV, and Hepatitis B Infection:** The University of Texas Permian Basin recognizes its responsibility to protect the rights and privileges of students, employees, patients, and the general public against the contact with the spread of infectious diseases. In recognition of Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV) as serious health threats, U.T. Permian Basin has adopted a policy and procedural steps to protect both the rights and well-being of those students

who may be infected with HIV or HBV as well as to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of U.T. Permian Basin faculty, staff, and students is confidential.

A complete copy of the "AIDS, HIV and Hepatitis B Infection" policy can be found in the institutional Handbook of Operating Procedures available at <http://www.utpb.edu>. This policy is applicable to all students of U.T. Permian Basin as they pursue their academic (and clinical) endeavors. Brochures with information about AIDS/HIV will be made available to all students on request to the U.T. Permian Basin Student Life Office.

**Bacterial Meningitis Information:** Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so utmost caution is required. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among colleges students every year. Bacterial Meningitis is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions. Symptoms include high fever, rash or purple patches on the skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. The more symptoms present, the higher the risk. When these symptoms appear seek immediate medical attention. There is treatment, but those who survive may develop severe health problems or disabilities. Early diagnosis and treatment can greatly improve the likelihood of recovery.

For more information, contact your own health care provider or local Texas Department of Health. Information web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo) and [www.acha.org](http://www.acha.org).

**Immunizations:** Institutions of higher education may require persons applying for admission to be immunized against diphtheria, rubella, mumps, tetanus, and poliomyelitis. The Texas Board of Health may require immunizations against these and additional diseases for registrants at any institution of higher education who are pursuing a course of study in any of the human or animal health professions, and the board may require such immunizations for any registrants in times of an emergency or epidemic in a county where such an emergency or epidemic has been declared by the Commissioner of Health. A vaccination for Hepatitis B applies only to students enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids. (Texas Education Code 51.933)

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

**Student Insurance:** Students needing health insurance may obtain information from the Office of the Vice President for Student Services located in Mesa Building 4274.

**Student Right to Know:** In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092 (a), (e) and (f), as amended, The University of Texas of the Permian Basin collects specified information on campus crime statistics, campus security policies, and institutional completion or graduation rates.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus disciplinary proceedings concerning alleged perpetrators.

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

U.T. Permian Basin publishes and distributes an annual report of campus security policies and crime statistics to all current students and employees; provides copies of the report to applicants for enrollment or employment upon request; and submits a copy of the report to the Secretary of Education upon request. The annual campus crime statistics report references crimes which occur on property owned or controlled by the University and may be supplemented by listing crimes which occur off the campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

The U.T. Permian Basin annually calculates and discloses institutional completion or graduation rates for undergraduate students to all prospective and current students. (The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time at an institution of higher education and have not enrolled previously at any other institution of higher education.)

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

### **Missing Student Notification Policy**

Please include language here about the missing student notification policy for students who reside in on-campus housing and about how to obtain information regarding registering a confidential contact. See OGC catalog checklist, top of page 10. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the UT Permian Basin Police Department at (432)552-2786.

Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by UT Permian Basin in the event the student is determined to be missing for more than 24 hours. Contact information will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. To designate a confidential contact, contact Apartment and Residence Life at (432) 552-3744.

**The UTPB Emergency Alert System:** a multimodal emergency communication system.

### **What is Falcon Alert?**

Falcon Alert is an emergency notification service that gives UTPB administration the ability to communicate health, safety, or other emergency information quickly- by text messaging to your cell phone. You will be enrolled in Falcon Alert as part of your registration for classes so that university officials can quickly pass on safety-related information to you regardless of your location. If you would like to opt out of this system, please go to <http://www.utpb.edu/campus-information/emergency-notification-system/falcon-alert/>

### **What Type Of Information Will Be Sent Using Falcon Alert?**

The Falcon Alert system will be used ONLY to send emergency information and information related to abnormal situations. For example, subscribers will be notified by the Falcon Alert system if a decision is made to close the university due to weather or some other event. Subscribers will be notified by the Falcon Alert system if an emergency situation on campus requires students to shelter in place. The Falcon Alert system will NOT be used for routine communications about university events or for any form of advertising. Falcon Alert is a NO SPAM zone.

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

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

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

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

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

### **Mass Notification System**

Along the exterior of the building is a siren system that when activated will emit an alternating wail sound. If someone is outside and hears this siren, they need to move indoors and seek information via radio, TV, or the UTPB website. Testing of this system is done on the first Wednesday of the month at noon unless poor weather is or will occur very soon and the test typically lasts for less than a minute. Inside all academic buildings of the campus, there is a mass notification system that is linked with the fire alarm speakers. When the alarm goes off a verbal message will give you instructions on what to do for the trouble at hand. You could be asked to evacuate the building, move to a safe location inside the building or to lock down the room that you occupy.

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

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

### **Criminal Background Checks**

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

## **University-Related Student Travel**

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

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

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

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

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

1. Verify health insurance coverage for all students who are to be passengers in vehicles driven on University-related activities.
2. If verification of coverage is not provided Special Events medical insurance should be purchased by each passenger prior to the trip (see the Office of Student Activities).
3. Purchase of Personal Injury and Personal Effects Insurance.  
When rental vehicles are used to transport students, the personal injury and personal effects insurance should be purchased as a part of the vehicle rental agreement. This is particularly important where vans are rented to transport large numbers of students in a single vehicle.

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

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

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

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

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

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

## **Registration and Student Records**

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

### **Registration Process**

#### **Who can register for classes?**

Any student who is currently enrolled or has been accepted into the University. If you have been away from UT Permian Basin more than a year or you are new to the University, you must reapply or apply prior to any registration. Once you have been accepted you may proceed to the registration process.

**What do I need to do before I register?** You must set a time to meet with an academic advisor so that you are cleared to register.

**Where do I register for classes?** Student may register on the web through the secured portal or they may register at the Office of the Registrar located in Mesa Building first floor room 1231.

**When can I register?** Everyone wanting to register should seek information about Registration dates on the website at [www.utpb.edu](http://www.utpb.edu) or view the current Schedule of Classes.

### **Freshman Registration**

To assist freshmen who are entering the University in the fall semester, a special freshman registration is held in conjunction with freshman orientation. Only freshmen who attend orientation are advised and registered at this time. Dates for freshman orientation are provided for entering freshmen in advance of the scheduled orientation days. New students must complete the admissions process through the Office of Admissions prior to enrolling in classes. (See the Admissions section of the catalog and contact the Office of Admissions for further details.) Individuals who desire financial aid assistance should contact the Office of Student Financial Aid and complete paper work several months in advance of Freshman Orientation so their aid may be processed in a timely manner. (See the Financial Aid section of the catalog and contact the Office of Student Financial Aid for details regarding financial aid.)

All entering freshmen must take UNIV 1101 (Freshman Seminar) if they have not completed 24 college credit hours prior to enrolling. Freshmen who are seeking an exemption from the Freshman Seminar should ask at the orientation session or a time prior to enrolling in classes.

### **Early Registration**

Students who are currently enrolled (students who have attended the University within the last two semesters) are permitted to register in advance during the prior semester, provided they are in good standing with the University. Dates of early registration are listed in the semester calendar of the Schedule of Classes and are otherwise advertised on campus via campus poster, signs and website. Students are encouraged to become knowledgeable of the rules governing early registration, consult their advisor prior to early registration and understand the arrangements for payment of tuition and fees. Students receiving financial aid are encouraged to consult with the Office of Student Financial Aid prior to the early registration period to permit proper processing of their financial aid (See page 155 of this catalog for details and contact the Office of Student Financial Aid regarding financial aid). Currently enrolled students may forego the early registration period and register during open web registration or regular registration, each held prior to the beginning of classes.

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

Students who are transferring to the University or who are reenrolling in the University after one year or more absence are permitted to register for classes during regular registration held prior to the beginning of classes only if they have been admitted or readmitted. This registration period is provided to allow students sufficient time to complete the registration process including, consulting advisors, signing up for classes and paying tuition and fees. Students who are seeking financial aid and who have not completed this process several months in advance of this registration will inevitably be delayed in receiving funds from federal grants and secured and unsecured loans. (See the Financial Aid section of the catalog for details regarding financial aid.) Dates of registration are listed in the semester calendar of the Schedule of Classes.

### **Web Registration**

Web registration is available through CampusConnect which is located on the home page of the UTPB website [www.utpb.edu](http://www.utpb.edu). To be eligible to WEB register, students must have met TSI requirements, received a PIN number from the Office of the Registrar, and received clearance from their academic advisor. In addition, a student account must be cleared of any restrictions. CampusConnect allows students to view and print class schedules, grade reports, and unofficial transcripts. In addition, students can also view their current account and financial aid status.

### **Texas Success Initiative**

The Texas Success Initiative plan was approved by the 78th Texas Legislature in June 2003 to be effective with the beginning date of September 1, 2003. Under the TSI, an institution shall assess the academic skills of each entering undergraduate student prior to the enrollment of the student. Board approved assessment instruments are ACCUPLACER, ASSET, COMPASS and THEA. The University of Texas of the Permian has chosen to use the THEA (Texas Higher Education Assessment) [formerly TASP] as its approved instrument. The THEA is offered during the regularly scheduled testing plan or is available as a quick version from the PASS Office. Please call (432) 552-2630 for testing information.

The Texas Success Initiative (TSI) is a state-legislated program developed by the 78th Texas State Legislature designed to improve student success in college. All undergraduate students, who are not exempt, are required to take one of the following assessment tests in order to evaluate students' basic skills in reading, mathematics, and writing: THEA, ACCUPLACER, ASSET, and COMPASS. The University of Texas of the Permian Basin has chosen to use the THEA (Texas Higher Education Assessment) [formally TASP] as its approved instrument. Please call The PASS Office at (432) 552-2630 for testing information.

#### **Minimum Passing Standards**

The tests and minimum passing standards to enroll in freshman-level coursework are:

- ACCUPLACER: Elementary Algebra – 63; Reading Comprehension – 78; Written Essay – 6 OR [Written Essay – 5 and Sentence Skills – 80]
- ASSET: Elementary Algebra -38; Reading Skills – 41; Written Essay – 6 OR [Written Essay -5 and Writing Skills (multiple choice) – 40]
- COMPASS: Algebra – 39; Reading Skills – 81; Written Essay – 6 OR [Written Essay – 5 and Writing Skills (multiple choice) – 59]
- THEA: Mathematics – 230; Reading – 230; Writing – 220

## Exemptions

- A student is considered TSI Exempt and will not be required to test if they meet one of the following:
  - ACT: a composite score of 23 with a 19 on both the math and English sections;
  - SAT: a combined score of 1070 with a 500 on both the math and verbal sections
  - TAAS (exit-level): a TLI math score of 86, a TLI reading score of 89, and a writing score of 1770.
  - TAKS (exit-level): a minimum of 2200 on the mathematics section and/or a minimum of 2200 with a writing sub-score of at least 3 in the English/Language Arts (ELA) section. A plus (+) sign next to the score of the section will indicate that the score will exempt the student from TSI requirement for that section; example (Math 2235+) will exempt the student from the Math TSI requirement.

TAKS and TAAS scores are valid for three (3) years from the date of testing. SAT and ACT scores are valid for five (5) years from the date of testing.

- A student who has graduated with an associate or baccalaureate degree from an institute of higher education within the state of Texas.
- A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- A student who is enrolled in Level-One certificate program.
- A student with qualifying military service.
- Non-degree-seeking or non-certificate-seeking students.

## Developmental Courses

Unless exempt a student who fails an approved TSI exam must register for the appropriate developmental course. It is the student's responsibility to provide official scores to the Office of Admissions in order to qualify for an exemption prior to enrollment or expiration of those scores. Additional information concerning TSI, or a list of further exemptions, may be obtained by contacting the Office of the Registrar.

No student may withdraw from a developmental course unless the student is withdrawing from the University. Students will be permitted to withdraw from these courses only if they retake and pass the appropriate THEA section during the semester. Students who fail any portion on the second attempt may be permitted to enroll in a course approved by the Coordinating Board in an attempt to earn a grade of "C" or better. Students who earn a "C" or better in appropriate course will be considered to have satisfied the THEA requirement.

The following are approved courses which are used for meeting THEA requirements (Identified by Common Course Numbers):

- Writing: ENGL 1301 (Composition I); or ENGL 1302 (Composition II).
- Reading: HIST 1301, 1302 (U.S. History); ENGL 2321, 2322, 2323 (British Literature); ENGL 2331, 2332, 2333 (World Literature); ENGL 2326, 2327, 2328 (American Literature); PSYC 2301 (General Psychology); or GOVT 2301, 2302, 2305, 2306 (American Government).
- Mathematics: MATH 1314 (College Algebra); MATH 1332, 1333 (College Mathematics); MATH 1316 (Plane Trigonometry) or a more advance mathematics course for which any of the above are prerequisites.

Courses numbered 0398, 0399 are developmental in content. These courses may be required of students who do not pass all portions of the THEA exam or whose institutional placement test scores indicate a need for developmental preparation. Developmental courses do appear on the student's transcript, but do not provide credit toward a degree. Students receiving financial aid should consult the Office of Student Financial Aid concerning the effect of developmental coursework on academic progress.

The TSI rules and regulations shown in this catalog are those in effect when this catalog went to print. THEA rules and regulations are subject to change due to action by the Texas Legislature.

## Placement Testing

- Math placement testing is required for all students needing a math course (approximately 45 minutes to complete). Students majoring in COMPUTER SCIENCE, MATH, or SCIENCE, must take the Calculus Test. All other majors must take the Algebra Test. Students without a major must take the Algebra Test. For additional information, contact the Math & Science Center at (432) 552-3350 or MB 4180A.
  - Scoring the Placement Test
    - 0-6 points = MATH 0398
    - 7-16 points = MATH 0399
    - 17 and up = MATH 1332 or MATH 1324
- Writing placement testing is required for all students needing ENGL 1301 (approximately 1½ hours to complete). Students who fail their test are placed in ENGL 0399 (remedial course). For additional information, contact the Writing Center at (432) 552-2302 or MB 2100.
  - Scoring the Placement Test
    - 2-3 points = ENGL 0399
- Freshmen are required to take the assessment instrument before they may register. Students who have sufficiently high score are exempt from the Reading Placement test. Students whose assessment scores are not high enough must register for remedial course in the area they did not meet the standard score. For additional information, contact the PASS Office at (432) 552-2630 or MB 1160.

## Student Advisement

Students are encouraged to visit with faculty advisors for degree and class schedule planning. At announced times, all currently enrolled undergraduate students and currently enrolled graduate students who have been admitted to a graduate program or are seeking teacher certification will be permitted to early register for courses in the subsequent term. Students needing an academic advisor should contact their dean's office.

Students may not register for conventionally taught partially self-paced courses after the last day of late registration. Students must be officially enrolled at U. T. Permian Basin in the semester in which they graduate.

## E-Advisor

E-Advisor is a service to facilitate the academic advising process. Students who need to:

- Find out who their academic advisor is
- Make an appointment to meet their advisor
- Be advised through phone or email
- Or otherwise need help in getting academic advising

Should e-mail E-Advisor@utpb.edu. In the e-mail, state the assistance needed, your major and your full name as it appears on your student records. Someone will respond by e-mail within one working day. Because advising by e-mail may require several e-mail exchanges, students should not plan to use e-mail as the sole method of getting academic advice during the last week before classes begin.

## Auditing (Classes Noncredit course registration)

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



contract study, self-paced, thesis, and research or practicum courses. Students applying only for the purposes of auditing a course are not required to meet all admission requirements.

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

### **Concurrent Enrollment**

U. T. Permian Basin normally limits concurrent enrollment to community colleges. Students desiring credit for concurrent enrollment at another four-year institution or upper level institution must have the prior express permission in writing from the appropriate Dean before enrollment. When a student registers at more than one public institution of higher education at the same time, charges shall be determined according to state law, *Texas Education Code 54.011*.

### **Enrollment Verification**

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

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

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec.1232g, and the Texas Public Information Act, Texas Government Code Sec. 552.001 et seq., are respectively a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws The University has adopted the following policy. Individuals are informed of their rights under these laws through this policy which is included in The University Handbook of Operating Procedures and Catalog Release of Information.

The University will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

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

The University will release information in student education records to appropriate University officials as indicated in (15.111) above when such records are needed by administrators, faculty, or staff in furtherance of the educational or business purposes of the student or University.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Registrar for each student and will also be made available for inspection pursuant to this policy. If the institution discovers that a third party who has received student records from the institution has released or failed to destroy such records in violation of this policy, it will prohibit access to education records by that third party for five (5) years. Respective records no longer subject to audit nor presently under request for access may be purged according to regular schedules.

### **Directory Information**

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

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

Students may have any or all Directory Information withheld by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester, the first 4 class days of a summer semester, or the first three days of any quarter. Request for non-disclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold Directory Information must be filed each semester or term in the Office of the Registrar.

### **Access to File**

Upon written request, The University shall provide a student with access to his or her educational records. The Vice President for Student Services has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions files and academic files. The Vice President for Business Affairs has been designated by the institution to coordinate the inspection and review procedures for student financial files. Students wishing to review their education records must make written requests to the Vice President for Student Services listing the item or items of interest. Students wishing to review their financial files must make written requests to the Vice President for Business Affairs listing the item or items of interest. Education records covered by the Act will be made available within 45 days of the request. A list of education records and those officials responsible for the records shall be maintained at the Registrar's Office. This list includes:

### **Academic Records**

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

### **Student Services Records**

Student Activities Office: Director of Student Activities

Student Services: Vice President for Student Services

### **Financial Records**

Business Office: Vice President for Business Affairs

Financial Aid Office: Director of Financial Aid

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

- financial records of student's parents or guardian;

- confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975 and confidential letters and confidential statements of recommendation placed in the student's education records after January 1, 1975, if the student has waived, in writing, his or her right to inspect and review these letters and statements and those letters and statements are related to the student's admission to the University,
- application for employment, or receipt of an honor or honorary recognition.
- records of instructional, administrative, and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker;
- records of law enforcement units;
- employment records related exclusively to an individual's employment capacity;
- medical and psychological records;
- thesis or research papers;
- or records that only contain information about an individual after the individual is no longer a student at the institution.

### **Challenge to Record**

Students may challenge the accuracy of their educational records. Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the Registrar. If agreement is reached with respect to the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Vice President for Student Services of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Student Services who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer that will adjudicate such challenges will be appointed by the Vice President for Student Services in non-academic matters and by the Provost and Vice President for Academic Affairs in academic matters. Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer, or both. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed. Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act, may request in writing, assistance from the President.

### **Copies**

Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the Texas Public Information Act except that official transcripts will be \$7.00 charged at the current rate approved as a university fee. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at The University.

### **Complaints**

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U. S. Department of Education 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

### **Notice:**

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

### **Graduation**

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

## **In-Absentia**

A candidate for a degree who has completed all the courses and other requirements for graduation and who must register with the University for the purpose of having a degree conferred, must register in absentia. This is the only purpose for which a student may register in absentia. After registration for credit during a semester or summer session, a student wishing to change to in absentia status must have the request approved by the student's academic Dean and processed through the add/drop procedure. All fees, less the in absentia fee and computer use fee will be refunded if the change is made during the first 12 class days of the spring or fall semester and 4th class day of the Summer session. After the 12th class day or 4th class day in summer, no refunds will be made and no additional charge will be assessed for the in absentia fee. The University ID card and original paid fee receipt must be returned before a refund can be issued. No refund is made for the cancellation of an in absentia registration.

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

## **Adds**

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

## **Drops**

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

## **Six drop rule**

Students who enrolled in a Texas public institution of higher education as first-time freshman in the Fall 2007 thereafter are not permitted to drop more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education. Any courses dropped prior to the census class day will not be considered attempted hours by the State. Students that transfer from a private or out-of-state institution are not subject to this rule.

## **Withdrawal**

Withdrawing is defined as a student who requests to withdrawal from all classes currently enrolled. Students are required to complete withdrawal form from the Registrar's Office and obtain the signatures of the Accounting office, the Library, Security, and the Student Financial Aid Office. In cases of illness, students may have someone notify the Registrar who will arrange for withdrawal. In addition, an administrative withdrawal can be processed in a situation in which an active duty member of the US armed forces is called to duty. The student must provide documents stating the official date to report to duty. A student who is withdrawing as result of military serviced may chase the following (1) receive a refund of tuition and fees, (2) if eligible, be assign an incomplete (I) ; or (3) at the institution's discretion, receive a final grade in course where substantial amount of coursework has been completed and mastery of the material is demonstrated. A complete withdrawal form must be submitted to the Office of the Registrar prior to the final date to withdraw. Student should consult the academic calendar for the last day to withdraw from the University. A withdrawal request after the last date to withdraw must be processed via an Academic Petition Form and be approved by the academic advisor of the student and the chair of the department. Failure to withdraw from the University will result in a failing grade on the academic record for all classes which the student never attended or stopped attending. A withdrawal request becomes effective the date the complete and signed form is received from the student by the Registrar's office. Students should consult the Refund of Tuition and Fess Policy in the Regulations on Tuition and Fees section of this catalog to determine if they are entitled to a refund upon dropping a class or withdrawing from the University see page 54.

## **Residency**

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

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

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

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

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

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

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

### **Dependent Student**

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

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

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

## **Schedule of Classes**

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

## **The Class Day**

The class day begins at 8 a.m. and ends at 10:00 p.m. Unlike some universities in which courses offered after 5 p.m. are provided through an extension division, U. T. Permian Basin offers courses in the late afternoon and evening as part of the regular offerings. Students enrolling in these courses register in the same manner as students who are taking only daytime courses. Full-time students may have both day and evening classes. For information of class times please see the Schedule of Classes printed version or web schedule.

## **Transcript**

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

## **Veterans Education Benefits**

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

# **Tuition, Fees and Deposits**

## **Residency for Tuition**

A student entering The University of Texas of the Permian Basin for the first time, or a student reentering the University after an absence of one year or more, should read carefully the rules governing the determination of residence in order to be prepared to pay the required tuition. Information and advice regarding residency status are available from the Residence Determination Official (Registrar).

Under state statutes and Texas Higher Education Coordinating Board rules and regulations interpreting those statutes, Title 19, Chapter 21, a prospective student is classified as a resident of Texas, a nonresident, or an international student. A person who has resided in the state under circumstances specified in these rules is eligible for classification as a resident.

A citizen, a national, or a permanent resident of the United States not eligible to be classified as a resident is classified as a nonresident student. An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as a domicile while in this country is classified as an international student.

An individual classified as a nonresident or as an international student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a nonresident or an international student. Students may access the Texas Higher Education Coordinating Board's rules at the following web site: [www.theccb.state.tx.us/cbrules](http://www.theccb.state.tx.us/cbrules)

For further information on reclassification or Residency issues please see Registration section subsection Residency Reclassification pages 47-48.

## **Reclassification for Tuition purposes**

A student has a right to apply for reclassification of Residency for tuition purposes after a continuous 12 month period of living in Texas. A nonresident student may be reclassified as a resident if employment or personal factors or actions are indisputably indicating a permanent intention to reside in the state. Students are required to apply with the Residence Determination official in the Office of the Registrar. For further information on reclassification please see Registration section subsection Residency Reclassification page 47-48.

## **Responsibility of Student**

If there is any question as to residence status it is the student's responsibility, 30 days prior to registration, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as a part of the registration procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution constitutes a violation of the oath of residency and may result in disciplinary action.

Students claiming residency by virtue of parental dependency must provide sufficient documentation to support the residency claim of the parent. Residency is determined by state statutes and in accordance with the guidelines promulgated by the Texas Higher Education Coordinating Board. The Registrar or Residence Determination Official determines all residency classifications. To appeal the decision of the Registrar in residency matters, students may present their case to the Vice President for Student Services. If students wish to appeal that decision, they may address the President of the University whose decision is final.

### Exemptions and Waiver Programs

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

## Exemption programs for Tuition and fees

Adopted Students Formerly in Foster or Other Residential Care
Blind/Deaf Student Exemption Program
Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
Early High School Graduation Scholarship: On or after 9/01/05-Prior to 9/01/05
Exemption Program for Children of Professional Nursing Program Faculty and Staff
Exemption for Clinical Preceptor and Their Children
Exemption for the Surviving Spouse and Dependent Children of Certain Deceased Public Servants (Employees)
Firefighters Taking Fire Science Courses
Foster Care Program
Military: Children and Spouse of U.S. Military who are Missing in Action or Prisoners of War (MIA/POWs)
Military: Exemptions for Texas Veterans (Hazlewood Exemption)
Military: Orphans of Texas Members of the U.S. Armed Forces or National Guard
Military: Texas National Guard Tuition Assistance Program
Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours

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

## Waiver Programs- for Tuition and Fees

*DESCRIPTION	**ELIGIBILITY	***Waiver for
<b>Competitive Scholarship</b> <i>Texas Education Code §54.064</i>	<ul style="list-style-type: none"> <li>Nonresident or international students who are recipients of a competitive academic scholarship in the amount of \$1,000 or more awarded for the academic year or the summer term by U. T. Permian Basin may pay the in-state tuition rate</li> </ul>	Authorization of Texas resident tuition rate (based on the \$1,000 scholarship on to all students both resident and non-resident)
<b>Teaching/Research Assistant</b> , <i>Texas Education Code §54.063</i>	<ul style="list-style-type: none"> <li>Teaching assistant or research assistant of any institution of higher education and their spouse and children are entitled to pay Texas resident tuition rates. TA or RA must be employed at least 50% time in a teaching or research position which relates to the assistant's degree program.</li> </ul>	Authorization of Texas resident tuition rate

<p><b>Military and Family stationed in Texas</b> , <i>Texas Education Code</i> §54.058</p>	<ul style="list-style-type: none"> <li>• Allows military personnel assigned to duty in Texas (Spouse and dependents) to pay Texas resident tuition rates</li> <li>• If a veteran or service member is eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans, then the veteran or service member, or their spouse or children, may pay resident tuition rates.</li> </ul>	<p>Authorization of Texas resident tuition rate</p>
<p><b>Non-resident Faculty and Dependents</b>, <i>Texas Education Code</i> §54.059</p>	<ul style="list-style-type: none"> <li>• Teachers and professors employed at a Texas state institution of higher education and their spouse and children who register in an institution of higher education are entitled to pay Texas resident tuition rates. The employee must be employed at least one-half time on a regular monthly salary basis by a Texas state institution of higher education.</li> </ul>	<p>Authorization of Texas resident tuition rate</p>
<p><b>Good Neighbor Scholarship</b>, <i>Texas Education Code</i> §54.207</p>	<ul style="list-style-type: none"> <li>• Waives tuition for limited number of native born students from other nations of American hemisphere and certain Latin American countries. A competitive award which applies only to the semesters for which the student is selected for the award by the Coordinating Board.</li> </ul>	<p>Tuition</p>
<p><b>Bordering State</b>, <i>Texas Education Code</i> §54.060</p>	<ul style="list-style-type: none"> <li>• Entitles student to reduction of non-Texas resident tuition rate. Student pays Texas resident tuition rate plus \$30 per semester credit hour in addition to all other appropriate fees and charges. Available to undergraduates only. Eligibility based on institution's geographic location and the existence of underutilized space on the campus</li> </ul>	<p>Authorizes Texas resident tuition rates /Additional tuition \$30/hour</p>
<p><b>Bordering State-Adjacent County to Texas</b>, <i>Texas Education Code</i> §54.061</p>	<p>Would entitle student s a reduction of non-Texas resident tuition rate for student within 100 mile radius from Texas teaching institutions (PENDING LEGISLATIVE ACTION)</p>	<p><b>AS OF SUMMER 2006 WAIVER PROGRAM IS NOT AVAILABLE TO NEW STUDENTS</b> (Authorization of Texas resident Tuition rate)</p>

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

\*\*Must have Regental approval.

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

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

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



## Long Semesters

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

## Summer Session

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

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

## Texas Tuition Rebate

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

## Notification

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

## Payment of Tuition and Fees

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

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

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

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

There will be a \$25 incidental fee assessed if the installment payment option is used and a \$10 late fee. A student who fails to provide full payment of tuition and fees, including late fees assessed, to the University when the payments are due, is subject to one or more of the following actions at the University's option:

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

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

### **Changes to tuition and fees**

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

### **Excess hours**

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

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

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

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

### **Three-peat charge**

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

## Summary Descriptions of Required Tuition and Fees

Name of/Classification	Residency	Amount	Notes
<b>UNDERGRADUATE</b>			
In-State	Resident	\$159.25/sch	Set by Legislature and Board of Regents (Texas Education Code 54.0512 and 54.0513)
New Mexico	Non-Resident	\$189.25/sch	Set by Texas Higher Education County Not adjacent to Texas Coordinating Board per Statutory Requirement
New Mexico	Non-Resident	\$159.25/sch	Set by Texas Higher Education County adjacent to Texas (adjacent county waiver program) Coordinating Board per Statutory Requirement.
Out-of -State	Non-Resident	\$469.25/sch	Set by Texas Higher Education Coordinating Board per Statutory Requirement.
<b>GRADUATE</b>			
In-state	Resident	\$181.25/sch	Governing board may set at twice statutory rates for undergraduate programs.
New Mexico	Resident	\$477.25/sch	Set by Texas Higher Education Coordinating Board per Statutory Requirement.
New Mexico	Non-Resident	\$181.25/sch	Set by Texas Higher Education County adjacent to Texas (adjacent county waiver program) Coordinating Board per Statutory Requirement.
Out-of-State	Non-Resident	\$425/sch	Set by Texas Higher Education Coordinating Board per Statutory Requirement.
<b>REQUIRED FEES:</b>			
Advising Fee	All Students	\$10/semester	A <b>non-refundable</b> , compulsory fee to defray costs of student advising.
Athletic Fee	All Students	\$12/sch	A fee to support the intercollegiate athletics program
Technology Fee	All Students	\$5/sch	A fee for support of student technology needs and applications.
Library Service Fee	All Students	\$3/sch	A compulsory fee to fund an increase in direct services to students including on-line access to academic indexes and electronic library services.
Energy Fee	All Students	\$3.40/sch	A fee to defray energy costs
Matriculation Fee	All Students	\$15/semester	A <b>non-refundable</b> fee will be withheld from tuition refunds if a student withdraws before the first day of class.
Medical Service Fee	All Students	\$13.30/semester	A compulsory fee to provide \$5/summer medical services for students at the contract facility with a \$10 co-pay.
Orientation	All students	\$35	A <b>non-refundable</b> , one time, compulsory fee to defray. Transfer/\$15orientation costs.

Student Services Fee	All Students	\$13.50/sch	A compulsory fee to fund student services and operations and use of facilities and activities; governing board may set at a rate up to the statutory tuition for resident undergraduate students- Max \$250
Student Union Fee	All Students	\$35/semester	A fee to finance, construct, operate, maintain, and improve the Student Union Building.
Student Multi-Purpose Center Fee	All Students	\$150/semester	A fee to finance, construct, operate, and maintain a Student Multi-Purpose Center Fee

#### INCIDENTAL FEES:

Audit Fee	Students desiring to audit	\$35/sch of course plus lab fee	To defray costs incurred in scheduling non-credit participants in scheduled classes.
Credit by Examinations	Students desiring credit by exam	\$40/class	To defray cost of processing credit by examination.
Student ID Fee	All Students	\$10/student ID	A fee to defray the cost for the student identification card.
Variety	All Students	Variable	For specific services such as late registration, library fines, microfilming fees, bad check charges, application.

#### Laboratory Fees:

Variety	All Students	Variable	Mandatory charges for certain laboratory courses; may not be less than \$5/semester or more than \$30/semester and must not exceed the cost of actual materials and supplies used by a student.
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#### Supplemental Fees:

Variety	All Students	Variable	Charges in addition to regular tuition for students registered in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction.
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**Voluntary Fees:** Variety Students desiring the specific service may include such items as parking fees, yearbooks, and a locker fee.

#### LIST OF FEES:

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

**Advising Fee.** To defray costs of student advising, a charge of \$10 per student per semester will be assessed.

**THIS IS A NON-REFUNDABLE FEE.**

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

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

**Book Locker Fee.** Students using book lockers will be charged a fee of \$20 per year, \$14 per semester, or \$11 for the summer session.

**Book Locker Key Replacement Fee.** To defray costs of key & lock replacement, a \$15 fee will be charged for book locker key replacement.

**Computer Printing Services Fee.** Students will be assessed \$1.00 for each additional page after the first 10 pages to defray the costs of duplicating letter quality documents produced by students served by the Programs Assisting Student Study (PASS) Office.

**Credit by Examination Fee.** To defray cost of processing credit by examination, a \$40 fee will be charged.

**Distance Education Fee.** To defray the costs associated with providing materials, services and instructional support for Distance Education courses, a \$55 per credit hour will be charged.

**Duplicate Fee Receipt.** To defray costs of printing duplicate copies of fee receipts except for purposes of I.D. cards and parking permit verification, a \$1 fee will be charged.

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

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

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

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

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

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

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

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

**Fax Fee.** A charge of \$5 per page will be assessed to defray administrative costs of faxing student documents from the Registrar's Office.

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

**Graduation Fee.** A graduation fee of \$25 is charged to graduating students at the beginning of the semester they plan to graduate. Students should notify the PASS Office and the Registrar as soon as they know they will not be graduating in the semester for which they applied. The graduation fee is a nonrefundable fee. If the student cancels the graduation application after the 12<sup>th</sup> class day of the semester (or equivalent date during shorter terms) the fee must be paid again the subsequent term when reapplying for graduation. If the student fails to complete any and all degree requirements by the end of the term in which graduation was planned, the fee must be paid again upon reapplication in a subsequent semester. **THIS IS A NONREFUNDABLE FEE.**

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

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

**Installment Tuition Fees.** To cover costs related to providing the installment payment option. The Tuition Handling Fee is \$25 per

academic term; The Tuition Delinquency Fee is \$10 per delinquent payment.

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

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

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

The late fee and processing fee are non-refundable.

Printer Cards: Cards of various denominations. Starting at \$1 at a rate of \$.05/page.

Damaged Book: \$7.50 if the book can be repaired.

Cost of book plus \$15 processing fee if the book cannot be repaired

\$50 plus \$15 processing fee if the book cannot be replaced.

Info Express \$5 per item +.15 per page over 50 pages.

(Document Delivery) \$10 per item + .25 per page over 25 pages

Interlibrary Loan: \$1.50 computer charge plus supplier and handling costs; \$5/Rush

Library Fax: \$1/ + .20 per page over 3 pages (Domestic)

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

Lost Book: Replacement cost plus \$15 processing fee.

\$50 plus \$15 processing fee if book volume cannot be replaced.

\$25 per item for materials from the curriculum collection plus \$15 processing fee.

\$125 per item for reference volumes plus \$15 processing fee.

\$100 per microform volume equivalent plus \$15 replacement fee.

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

Overdue Charges:

General Check Out: \$0.25/day/item

Interlibrary Loan: \$1/day on overdue materials

Recalled Books: \$1/day

Reserve Books: \$0.25/hour

**Video/Non-Print**

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

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

**Matriculation Fee.** A fee for all students in the amount of \$15 per semester will be withheld from tuition if a student withdraws before the first day of class. This is a nonrefundable fee.

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

Fall and Spring Semester:	\$ 13.30
Summer Semester:	\$ 5.00

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

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

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

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

**Enforcement Fees**

<del>Parking Violations:</del>	\$10-\$35 for each offense; depending on type of offense
Moving and non-moving violations:	\$30-\$100/each

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

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

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

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

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

**Student Services Fee.** The Student Services fee is compulsory for all students. The amount charged is \$13.50 per semester credit hour. The maximum Student Services fee per semester is \$250.00. Students who register for the summer session are charged on the same basis as students registered during the regular academic year. The fee provides funding for extracurricular activities and events designed to augment student life at U. T. Permian Basin and reservation privileges at the gymnasium.

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

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

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

**Student Union Fee.** To finance, construct, operate, maintain, and improve a Student Union Building, a fee of \$35 per student, per semester will be charged.

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

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

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

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

**Cost of tests:**

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

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



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

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

**Concurrent enrollment.** Section 54.011 of the Texas Education Code provides for the following tuition procedure for students registering concurrently at two Texas public institutions of higher education:

- (1) The student shall pay the full tuition charge to the first institution at which the student is registered; and in any event the student shall pay an amount at least equal to the minimum tuition specified in this code.
- (2) If the minimum tuition specified in this code for the first institution at which the student is registered is equal to or greater than the minimum tuition specified in this code for the second institution at which the student is registered concurrently, the student shall not be required to pay the specified minimum tuition charge to the second institution in addition to the tuition charge paid to the first institution, but shall pay only the hourly rates, as provided in this code, to the second institution.
- (3) If the minimum tuition specified in this code for the first institution at which the student is registered is less than the specified minimum tuition charge at the second institution (that is, if the second institution has a higher minimum tuition charge specified in this code), then the student shall first register at the institution having the lower minimum tuition and shall pay to the second institution only the amount equal to the difference between the student's total tuition charge at the second institution and the student's total tuition charge at the first institution, but in no case shall the student pay to the second institution less than the hourly rates as provided in this code.
- (4) If a student is considered to be a Texas resident and therefore qualified to pay Texas resident tuition rates by one institution at which the student is registered, the student shall be considered a Texas resident at each of the institutions at which the student is concurrently registered for the purposes of determining the proper tuition charges. Nothing in this subdivision shall be so construed as to allow a nonresident to pay resident tuition except at institutions covered by Section 54.231.

# Sample of total tuition and fee charges for a semester Fall 2012

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

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

Name of Charge	Undergraduate		Graduate	
	12	15	3	9
<b>Resident Tuition (1)</b>	1911.00	2388.75	543.75	1631.25
<b>Add: Required Fees</b>				
Student Services Fees	162.00	202.50	40.50	121.50
Library Service Fee	36.00	45.00	9.00	27.00
Athletic Fee	144.00	180.00	36.00	108.00
Student Union Fee	35.00	35.00	35.00	35.00
Student Multi-Purpose Center	150.00	150.00	150.00	150.00
Advising Fee	10.00	10.00	10.00	10.00
Technology Fee	60.00	75.00	15.00	45.00
Medical Service Fee	13.30	13.30	13.30	13.30
Energy Fee	40.80	51.00	10.20	30.60
<b>Subtotal - Required Fees</b>	<b>2652.10</b>	<b>3150.55</b>	<b>862.75</b>	<b>2171.65</b>
<b>Add:</b> Average for college and course related laboratory, incidental and supplemental fees and/or optional student services fees (3)				
	15.00	15.00	15.00	15.00
<b>Total Charges (4)</b>				
(Tuition plus subtotal-required				
average for college and course	2577.10	3165.55	877.75	2186.65
related fees and/or optional student services fees)				

- (1) At the time this catalog is going to print, tuition changes are under consideration by the State of Texas Legislature and the Board of Regents of the University of Texas System. Thus, actual tuition may change.
- (2) Required fees, those charged to all students, may be based on semester credit hours or may be per semester.
- (3) Averages only are given for college and course related fee charges (laboratory, incidental, supplemental/individual instruction fees) since charges vary according to academic program and courses; actual fees are published in the institutional catalog and/or other publications. A summary description of these fees and the optional student services fees may be found in an attachment, the UTPB catalog and/or on UTPB's website at [www.utpb.edu](http://www.utpb.edu).

- (4) A one time, \$20.00 property deposit is charged to all first time students. A one time orientation fee of \$35.00 for freshman students and \$15.00 for transfer students is charged for providing a new student orientation prior to registration. These amounts are not included in the totals.

## College of Arts & Sciences



**Mylan Redfern, Ph.D.**  
Dean of the College of Arts and Sciences

The mission of the College of Arts & Sciences is to think critically, communicate effectively, and carry out the duties of responsible citizens and competent professionals. As U.T. Permian Basin's largest and most comprehensive academic unit, the College provides a liberal arts and sciences foundation for all undergraduate students as well as specialized degree programs at both the undergraduate and graduate levels. The College is committed to the discovery, synthesis, interpretation, and dissemination of new knowledge, and service to both professional academic groups and our larger communities through the application of knowledge to human issues and concerns.

The College of Arts and Sciences consists of nine departments: Biology, History, Kinesiology, Literature and Languages, Mathematics and Computer Sciences, Physical Sciences, Psychology, Social Sciences, and Visual and Performing Arts.

The Master of Arts (MA) degree is offered in English, History, Psychology Applied Research or Psychology/Clinical and Spanish; the Master of Public Administration (MPA) is offered in Public Administration with an emphasis in Leadership; and the Master of Science (MS) is offered in Biology, Computer Science, Criminal Justice Administration, Kinesiology, and Geology.

The Master of Science in Kinesiology is also offered on line through the UT System Collaborative program.

## Department of Biology Graduate Faculty

### *Department Chair*

Donald M. Allen, Ph.D.

Donald M. Allen, Ph.D.  
Tracie M. Gibson, Ph.D.  
Doug Henderson, Ph.D.  
Gae Kovalick, Ph.D.  
Diane Post, Ph.D.  
R. Douglas Spence, Ph.D.

Professor of Biology and Ashbel Smith Professor  
Assistant Professor of Biology  
Professor of Biology  
Associate Professor of Biology  
Associate Professor of Biology  
Associate Professor of Biology

## Department of History Graduate Faculty

### *Department Chair*

Roland Spickermann, Ph.D.

Stephen Andes, Ph.D.  
Derek Catsam, Ph.D.  
Diana Hinton, Ph.D.  
Ana Martinez Catsam, Ph.D.  
Roland Spickermann, Ph.D.  
Chad Vanderford, Ph.D.

Assistant Professor of History  
Associate Professor of History  
Professor of History  
Assistant Professor of History  
Associate Professor of History  
Assistant Professor of History

## Department of Kinesiology Graduate Faculty

*Department Chair*

James Eldridge, Ed.D.

Steven Aicinena, Ed.D.

James Eldridge, Ed.D.

Lois S. Hale, Ph.D.

Richard Lloyd, Ed.D.

Nicholas Pertuit, Ph.D.

Professor of Kinesiology

Associate Professor of Kinesiology

Professor of Kinesiology

Assistant Professor of Kinesiology

Assistant Professor of Kinesiology

## Department of Literature and Languages Graduate Faculty

*Department Chair*

Jason Lagapa, Ph.D.

Sophia Andres, Ph.D.

Rebecca Babcock, Ph.D.

Jason Lagapa, Ph.D.

Ana Leon, Ph.D.

Todd Richardson, Ph.D.

Rhina Toruno-Haensly, Ph.D.

Shawn Watson, Ph.D.

Mark Wildermuth, Ph.D.

Professor of English

Assistant Professor of English

Assistant Professor of English

Professor of Spanish

Associate Professor of English

Professor of Spanish

Associate Professor of English

Professor of English

## Department of Mathematics and Computer Science Graduate Faculty

*Department Chair*

Paul Feit, Ph.D.

Douglas F. Hale, Ph.D.

Haesun Lee, Ph.D.

Ilhyun Lee, Ph.D.

Juli Ratheal, Ed.D.

Professor of Mathematics and Computer Science

Associate Professor of Computer Science

Associate Professor of Computer Science.

Associate Professor of Mathematics

## Department of Physical Sciences Graduate Faculty

*Department Chair*

Emilio Mutis-Duplat, Ph.D.

Emilio Mutis-Duplat, Ph.D.

Emily Stoudt, Ph.D.

Bob Trentham, Ph.D.

Professor of Geology

Assistant Professor of Geology

## Department of Psychology Graduate Faculty

### *Department Chair*

Spencer Thompson, Ph.D.

Eliane Boucher, Ph.D.

Assistant Professor of Psychology

Crystal Marsh-McDonald, Ph.D.

Assistant Professor of Psychology

James N. Olson, Ph.D.

Professor of Psychology

Spencer K. Thompson, Ph.D.

Associate Professor of Psychology

## Department of Social Sciences Graduate Faculty

### *Department Chair*

Craig Emmert, Ph.D.

Harold Abrams, Ph.D.

Assistant Professor of Political Science

Craig Emmert, Ph.D.

Associate Professor of Political Science

Joanna Hadjicostandi, Ph.D.

Associate Professor of Sociology

Anthony Hoskin, Ph.D.

Assistant Professor of Criminology

Amanda Johnson, Ph.D.

Assistant Professor of Criminology

Kay Ketzenberger, Ph.D.

Associate Professor of Social Work

Richard Kiekbusch, Ph.D.

Associate Professor of Criminology

Robert L. Perry, Ph.D.

Associate Professor of Political Science

Carol Ann Traut, Ph.D.

Professor of Public Leadership

# School of Business

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

The vision of the School of Business at the University of Texas of the Permian Basin:

While never losing sight of the fact that our primary focus is to serve the Permian Basin region, we seek to advance our baccalaureate and graduate degree programs through continuous improvement to a level that students beyond the region will see us a viable educational option.

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

## *Chair of Graduate Business Studies*

Barbara W. Scofield, Ph.D. Professor of Accountancy



Jack Ladd, Esq.  
Dean of the School of Business  
Professor of Management

## *Graduate Faculty*

Shuming Bai, Ph.D.	Assistant Professor of Finance
Scott A. Carson, Ph.D.	Professor of Economics
Shirley A. Davenport, Ph.D.	Associate Professor of Accountancy
Wilma R. Dye, Ph.D.	Associate Professor of Accountancy
William R. Fannin, Ph.D.	Professor of Management
Paul J. Haensly, Ph.D.	Associate Professor of Finance
Paul E. Hodges, Ph.D.	Professor of Economics and Ashbel Smith Professor
Jack Ladd, Esq	Professor of Management
Prakash Pai, Ph.D.	Associate Professor of Finance
William H. Price, DBA	Associate Professor of Management
Anshu Saran, Ph.D.	Assistant Professor of Marketing
Barbara W. Scofield, Ph.D.	Professor of Accountancy
Joseph Stauffer, Ph.D.	Assistant Professor of Management
Lloyd J. Taylor III, Ph.D.	Associate Professor of Management
Leslie Toombs, DBA	Professor of Management and Pinkie Roden Chair of Entrepreneurship

## Programs

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

## Admission

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

# School of Education

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

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

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

## *Chair of Curriculum and Instruction*

Roy Hurst, Ph.D.

## *Chair of Leadership, Foundations, and Counseling*

Tom Parks, Ph.D.

## *Graduate Faculty*

Janet Carter, Ph.D.

Jeannine Hurst, Ph.D.

Roy Hurst, Ph.D.

Rachel Juarez-Torres, Ed.D.

Susan M. Lara, Ed.D.

Yolanda Salgado, Ph.D.

Kathy Siepak, Ph.D.

Karen Smith, Ph.D.

Jessica Garrett-Staib, Ed.D.

Judith Wilson, Ph.D.

Assistant Professor/Education Counseling

Assistant Professor/Reading

Professor/Professional Education

Associate Professor/Professional Education

Professor/Bilingual Education

Assistant Professor/Bilingual Education

Assistant Professor/Early Childhood Education

Professor/Special Education

Assistant Professor/Educational Leadership

Assistant Professor/Reading



**Rachel Juarez-Torres, EdD**  
Interim Dean of the School of Education  
Associate Professor of Education

## **Program of Study**

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

## **Master of Arts in Education**

A MA in Education can be earned in:

Bilingual/English as a Second Language

Counseling

Educational Leadership

Professional Education

Reading

Special Education

## **UTPB-UTSA Cooperative Doctoral Program**

The Doctor of Education (Ed.D.) Degree in Educational Leadership is offered through a partnership with the University of Texas at San Antonio.

## **Post-Baccalaureate Alternative Teacher Certification**

Initial teaching certifications can be earned in:

Elementary- Grades EC-6

Middle Level- Grades 4-8

Secondary- Grades 8-12

All Level- Grades EC-12

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

## **Advanced Certifications**

Advanced certifications can be earned in:

School Counseling

Educational Diagnostician

Principal

Superintendent

Reading Specialist

Master Reading Teacher

Every effort is made to maintain reasonable consistency between the program offered by the School of Education and the requirements for advanced certifications established by the Texas State Board for Educator Certification. However, the requirements for advanced certifications may change and it is critical that candidates consult their advisors and UTPB's Certification Officer regularly during their studies.

## **Admission**

Candidates are admitted to the School of Education under one of 3 conditions: conditional, provisional, or regular. To be admitted a candidate must:

- Have been admitted to Graduate Studies
- Respond, in writing, to questions related to "What are my expectations for graduate school?"
- Participate in a one-on-one interview with area coordinator or designated program faculty member
- Complete the Candidate Dispositions Report in EDUC 6302 or EDLD 6362Download a copy of Advanced Program Candidates' Handbook
- Create a portfolio



# Master of Professional Accountancy

## Administrative Unit

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



**Master of Professional Accountancy  
Graduate Program Head**

Barbara Scofield, Ph.D., CPA  
Professor  
The University of Texas at Austin

Area of Expertise: Accounting

Research:

(1) How companies select their accounting policies and accounting policy interactions with financial reporting disclosures and firm valuation.

(2) Understanding of how students learn best in an online educational environment.

## Objectives

The Master of Professional Accountancy degree program is designed:

1. To provide students with both the academic preparation and the 150 hours required for accountants who are Uniform CPA Exam candidates,
2. To provide an entry into the accounting profession for students with an undergraduate degree in business or another field of study, and
3. To provide current professionals with advanced theory and technique of accounting.

## Admission Requirements

The Master of Professional Accountancy (MPA) program admits students who have completed a baccalaureate degree in accounting, business or any other undergraduate field and students who are currently pursuing a BBA in accounting at UTPB. Admission is based on an accounting GPA of at least 3.0 and a combination of the undergraduate GPA and GMAT Score:

Entrance Status Score = (GPA X 200) + GMAT.

Regular Standing: Entrance Score at least 1120

Provisional Standing: Entrance Score at least 1000 but less than 1120

Conditional Standing: Entrance Score at least 1000 but with additional pre-professional leveling courses that need to be taken. (see below)

Students granted provisional status will normally be changed to regular status upon successful completion of a minimum of twelve semester credit hours of MPA core course work with a grade of B or better in each course taken. No elective course may be taken by a student in provisional status.

Students lacking academic business or accounting prerequisites or with a deficiency in their accounting GPA may be granted conditional status subject to the completion of the leveling coursework and/or achievement of the required GPA in undergraduate accounting courses. Conditional admission will normally be changed to regular status upon successful completion of pre-professional leveling courses including an accounting GPA of 3.0 in the pre-professional courses. No elective course may be taken by a student in conditional status.

### ***Admission for UTPB undergraduate accounting students:***

Currently enrolled undergraduate students at UTPB majoring in Accountancy may qualify for admission into the Dual Degree Program in Professional Accountancy described in the UTPB Undergraduate Catalog.

### ***Admission for baccalaureate degree holders:***

The Master of Professional Accountancy (MPA) program is open to all students holding baccalaureate degrees from accredited colleges or universities and meeting the following provisions: satisfactory performance during the last two undergraduate years (or other evidence predicting success in graduate study), and a satisfactory score on the Graduate Management Admission Test (GMAT). Students without an academic background in accounting must demonstrate their knowledge in accounting by completing 15 - 18 hours of accounting course work. Students without an academic background in business must demonstrate their knowledge of the basic fields of business by completing leveling course work in the foundation disciplines that include statistics, economics, management, and marketing. Students who have not completed the equivalent of six semester hours of undergraduate mathematics including exposure to differential and integral calculus may be advised to complete mathematics preparation to the level of MATH 1325 or its equivalent.

## Non-degree Students in Graduate Accountancy

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students must meet the general School of Business requirement of a 3.0 undergraduate GPA or demonstrate equivalent potential for success in graduate business studies (see Acceptance of Degree Seeking Students, page 73, to begin graduate business coursework). In order to enroll in more than six credit hour of graduate business courses, non-degree students must otherwise meet admission criteria for the Master of Professional Accountancy program.

Non-degree students may register for MBA Online courses only during late registration, on a space-available basis, to give priority to degree-seeking students.

## Leveling Courses

### **Pre-Professional Courses: Business (12-16 credits)**

Statistics*	MATH 6301 or MNGT 2342
Economics	ECON 6301 or ECON 2301 & ECON 2302
Management	MNGT 3310
Marketing	MRKT 3300

\*MNGT 2342 is classified as a related business course by the Texas State Board of Public Accountancy for students who are seeking to fulfill the requirements to be a Texas CPA candidate; however, MATH 6301 is not so classified.

### **Pre-Professional Courses: Accounting (18-21 credits)**

Principles of Accounting	ACCT 6301 or ACCT 2301 & ACCT 2302
Intermediate Accounting	ACCT 3301 & ACCT 3302
Cost Accounting	ACCT 3303
Federal Income Tax	ACCT 3305
Auditing	ACCT 4306

## MPA Program Requirements

### **Accounting Core:**

ACCT 6311	Information Systems Management
ACCT 6312	Accounting Theory
ACCT 6313	Professional Ethics
ACCT 6314	Applied Accounting Research
ACCT 6315	Topics in Federal Income Tax
ACCT 6316	Topics in Auditing

### **Courses Beyond the Core:**

MNGT 6301	Legal Environment of Business**
FINA 6320	Financial Management

### **Electives: 12 credits**

AT LEAST 3 credit hours of electives must be taken outside of accounting. Electives may be chosen from the following:

ACCT 6302	Contemporary Control Systems
ACCT 6392	Internship
ACCT 6398	Master's Project
ACCT 6399	Master's Thesis

Any other graduate level School of Business course, except leveling classes, with approval of the student's advisor.

Up to 6 credits of senior-level accounting courses with approval of the student's advisor:

ACCT 4300 Advanced Accounting

ACCT 4304	Governmental and Not for Profit Accounting
ACCT 4310	Oil and Gas Accounting
ACCT 4311	Accounting Information Systems
ACCT 4340	Financial Statement Analysis

\*\*Students with at least 6 credits of Business Law may substitute another graduate School of Business course with the approval of the student's advisor.

### **Professional Certification Preparation**

The MPA degree requirements can satisfy minimal education requirements to sit for the Texas Certified Public Accountant certificate. The Texas State Board of Public Accountancy includes requirements for college credits in three specific areas, which are available within the program:

An approved Business Ethics course:	ACCT 6313 Professional Ethics
Two credit hours in accounting research:	ACCT 6314 Applied Accounting Research
Two credit hours in business communications:	MNGT 6317 Advanced Professional Communications for Business

The requirements to sit for the exam and to receive the CPA certificate are specified in the Public Accountancy Act and are administered by the Texas State Board of Public Accountancy. Interested students are directed to the Texas State Board of Public Accountancy website at [www.tsbpa.state.tx.us](http://www.tsbpa.state.tx.us) for further information.

### **Dual Degree Program**

The Dual Degree Program in Professional Accountancy is an accelerated program of rigorous study intended to provide students with a concurrent Bachelor of Business Administration (BBA) with a major in Accountancy and a Master of Professional Accountancy (MPA) in 150 credit hours. Admission into the Dual Degree Program in Professional Accountancy is open to all undergraduate students with a cumulative GPA of at least 3.0, a GPA in junior accounting courses of 3.25 based on at least nine credit hours, and a satisfactory GMAT score. Students who believe that they qualify for the program should consult their undergraduate advisor to obtain program details and initiate the application process.

As an accelerated program, the Dual Degree Program allows a maximum of three (3) hours of experiential learning (ACCT 4392/6392) taken for credit.

Students in the Dual Degree Program will begin paying graduate tuition and related fees for all courses during the first semester in which the student takes a class on the Master of Professional Accountancy degree plan. Upon completion of the 150 hours specified in the Dual Degree plan of study, students will be awarded both a BBA and an MPA. No degree will be awarded until all requirements of the Dual Degree Program have been satisfied.

### **Joint MPA/MBA Degree Program**

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

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

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

**Business Leveling (0-6 credits)**

Computer Literacy (COSC 1335)  
Statistical Literacy (MATH 6301 or MNGT 2342)

**Accounting Leveling (0-18 credits)**

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

**Accounting Core Courses (18 credits)**

ACCT 6311 Information Systems Management  
ACCT 6312 Accounting Theory  
ACCT 6313 Professional Ethics  
ACCT 6314 Applied Accounting Research

ACCT 6315 Topics in Federal Income Tax  
ACCT 6316 Topics in Auditing

**MBA Core Courses (18 credits)**

ACCT 6301 Accounting Analysis  
ECON 6301 Economic Analysis  
FINA 6320 Financial Management  
MNGT 6320 Production and Operation Management  
MNGT 6360 Organizational Behavior  
MRKT 6310 Marketing Management

**Courses Beyond the Cores (18 credits)**

ACCT 6302 Contemporary Control Systems  
ECON 6302 Forecasting Business Conditions  
MNGT 6301 Legal Environment of Business  
MNGT 6303 Analytical Models for Decision-Making  
MNGT 6361 Management and the Research Process  
MNGT 6366 Strategic Management

**Electives (6 credits of graduate business classes)**

Upon completion of the 60 hours specified in the Joint MPA/MBA Degree plan of study, students will be awarded both an MPA and an MBA. No degree will be awarded until all requirements of the Joint MPA/MBA Program have been satisfied.

**MPA for Students with a Previous Masters of Business Administration**

Student who have already received an MBA, awarded by UTPB or another regionally accredited university may complete the MPA degree by

1. Fulfilling all leveling and pre-professional coursework for the MPA degree
2. Fulfilling all MPA required courses
3. Completing two graduate business electives
4. Substituting graduate business electives for MPA course requirements completed during their MBA degree
5. Completing all requirements for the MPA degree within 8 years of the first course completed in the MBA degree

For student who received a UTPB MBA degree, the MPA degree plan would be the following, once the pre-professional requirements in accounting and business, are met:

**Accounting Core: 15 credits**

ACCT 6312	Accounting Theory
ACCT 6313	Professional Ethics
ACCT 6314	Applied Accounting Research
ACCT 6315	Topics in Federal Income Tax
ACCT 6316	Topics in Auditing

**Electives: 15 credits of graduate business classes**, with at least 3 credit hours of electives taken outside of accounting.

**Special Program Features**

The MPA program is designed to serve both as a fifth year of study for continuing undergraduate students who intend to meet requirements for a CPA license and as a part-time program for individuals working in accounting and related fields. All of the classes offered in the MPA program will be offered in the evening.

**Options**

The MPA program includes 12 hours of electives beyond the MPA core courses that can be chosen from graduate accounting courses, other graduate courses offered by the School of Business, and senior-level accounting courses (up to 6 credit hours only).

The MPA program is designed primarily as a professional program rather than a preparation program for doctoral study. Both research and non-research options are available in the program. Students planning to pursue doctoral study or having an interest in research should select the research option. Students choosing the non-research option must complete a minimum of 36 semester credits of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 30 semester credits of prescribed study plus a thesis, or 33 semester credits of prescribed study plus a research problem.

The thesis must deal with a topic of generalized concern to the profession, be scholarly in its orientation, demonstrate the students understanding of and ability to use sophisticated research techniques, show promise of a contribution to knowledge that could be worthy of publication in a scholarly or professional journal. Students will arrange with their graduate committees to sit for an oral examination of their thesis.

The research problem should deal with a practical problem of concern to the student. It should follow recognized research procedures but does not require the level of sophistication of thesis research. The findings do not necessarily need to be of such import as to merit publication.

**Grades**

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

**Course Listings**

**ACCT 6301 Accounting Analysis (3)**

A foundation in the fundamentals of financial and managerial accounting information designed for the planning, assessment, and control of business entities. Emphasizes the use of information for decision making. May not be taken for MPA credit.

**ACCT 6302 Contemporary Control Systems (3)**

A study of the design, implementation, and evaluation of control systems intended to support and direct strategic objectives of various organizations. Prerequisite: ACCT 6301 or equivalent

**ACCT 6311 Information Systems Management (3)**

Methods and problem resolution in developing and managing company-wide information systems. (Cross list with MNGT 6311)

**ACCT 6312 Accounting Theory (3)**

Historical development of accounting theory, Criteria for choices among income-determination and asset-valuation rules in context of public reporting. Prerequisite: 6 hours of intermediate accounting or equivalent.

**ACCT 6313 Professional Ethics (3)**

Historical development of ethical theories, roles of the professional in contemporary society with respect to economic, social, political, and technological problems. Case evaluations and discussion designed to develop professional standards for ethical behavior.

**ACCT 6314 Applied Accounting Research (3)**

Applied Research for solving complex accounting and reporting issues including both financial and tax accounting cases. Presentations and papers showing results of research are required. Prerequisite: 3 credit hours of tax; 6 credit hours of intermediate accounting and admission to the Master of Professional Accountancy program or permission of instructor.

**ACCT 6315 Topics in Federal Income Tax (3)**

Federal Income Tax law, rules, and regulations relating to partnerships, corporations, estates, and trusts. Prerequisite: 3 credit hours of tax or equivalent.

**ACCT 6316 Topics in Auditing (3)**

A conceptual approach to the auditing process: stressing the interrelationships of objectives, standards, techniques, and procedures. Prerequisite: 3 credit hours of auditing.

**ACCT 6389 Selected Topics in Accounting (1-3)**

Graduate courses that will be offered only once will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

**ACCT 6391 Contract Study in Accounting (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

**ACCT 6392 Internship (3)**

A supervised field and academic experience. Prerequisite: 12 credit hours of upper division and/or graduate accounting and completed internship application form with permission of academic advisor, area coordinator, and experiential learning program coordinator.

**ACCT 6398 Master's Project (3)**

Students electing the project option will work under the supervision of a major advisor to complete a project on an accounting topic.

**ACCT 6399 Master's Thesis (3-6)**

Students electing the thesis option will work under the supervision of a major advisor to complete research on an accounting topic.

**FINA 6320 Financial Management (3)**

Survey of foundational concepts in finance; on particular, discounted cash flow analysis and its applications to valuation of bonds, stocks, and corporate capital assets. Introduction to the following topics: bond and stock markets; pricing mechanisms in those markets; relationship between risk and return; capital budgeting methods based on discounted cash flow valuation.

Prerequisite: ACCT 6301 or equivalent.

**MNGT 6301 Legal Environment of Business (3)**

A foundation in the role of law in our system of business and commerce both facilitating and constraining business decision-making. In addition, this course will introduce the operation of legal institutions and the fundamentals of legal reasoning.

**MNGT 6317 Advanced Professional Communication for Business (3)**

In this course students learn to enhance their professional effectiveness by applying theories and techniques of persuasion, logic, and reasoning to solve problems, make recommendations, and manage information flow. Emphasis is also given to organizational communication strategies and knowledge management; skills in effective project planning and time management and the development of reports, letters, and analyses that synthesize research and exhibit good design and mechanics.

# Master of Science in Biology



**Master of Science in Biology  
Graduate Program Head**  
Diane Post, Ph.D.  
Associate Professor  
Kansas State University

## Administrative Unit

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

## Objectives

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

## Admission Requirements

Acceptance to the Master of Science program requires 16 credits of biology, eight credits of chemistry and three credits of mathematics at the undergraduate level. Depending upon the student's undergraduate program and career goals, the advisory committee may require completion of additional courses at the undergraduate level. (see Program Recommendations below) In addition to a completed application for Graduate Studies, prospective students must also submit two letters of recommendation, at least one of which must be from an undergraduate faculty member in the sciences who can address the suitability of the applicant for advanced study. Applicants must also submit a letter that addresses the reasons why they wish to pursue an advanced degree in biology and the area of biology they wish to study.

## Core Requirements for Thesis Option

A minimum of 30 graduate credits must be earned to qualify for the Master of Science degree. Of these, a minimum of 15-18 hours must be in Biology while 6-9 hours may be in supporting areas of study. The remaining 6 credits must be earned in independent study leading to an original thesis. This study is normally directed by the chair of the advisory committee. During the final semester of study, the student must defend the thesis before the advisory committee and other appropriate faculty. The first part of this defense, which consists of an oral presentation of the thesis work, is open to the public.

## Core Requirements for Non-thesis Option

The requirements are the same as for the thesis option, except the students will replace thesis hours with 6-9 hours of BIOL 6392 Bioresearch in order to obtain experience in biological research. In the final semester, students must present a seminar covering the results of their work to the Biology Department and their committee. Documentation of the research experience will be required. This option will allow those teaching biology in secondary schools to take night classes during regular semesters and to conduct supervised research during the summer.

## Special Program Features

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

## Program Recommendation

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



## **Course Listings**

### **BIOL 6300 Bacteriology (3)**

Study of bacteria, with special emphasis on the genetics of pathogenic bacteria and how they cause disease. Readings from the current literature in the field will be analyzed and discussed. Prerequisites: BIOL 4340, BIOL 3300, or BIOL 6340. S, alternate years.

### **BIOL 6301 Studies In Virology (3)**

Analysis and interpretation of modern studies of viral structure, replication and pathogenesis. Prerequisites: BIOL 4320, 4340 or equivalent. Offered alternate years.

### **BIOL 6323 Immunology (3)**

Analysis and interpretations of studies of mammalian mechanisms of defense against infectious diseases and cancer. Prerequisites: BIOL 3300, 4320, 4340, or equivalent. Offered alternate years.

### **BIOL 6330 Plant Physiology and Biochemistry (3)\***

Techniques, principles and analysis of problems in plant, biochemistry, and physiology. Prerequisite: BIOL 4320 or equivalent.

### **BIOL 6332 Plant Taxonomy (3)**

Advanced studies and collection of a specific taxonomic group to be determined in consultation with the student. Prerequisite: BIOL 3330 and 3331 or equivalent.

### **BIOL 6340 Molecular Genetics (3)**

Studies of gene transfer, mapping, expression and control mechanisms. Prerequisite: BIOL 3300, 3101, and 4320 or equivalent.

### **BIOL 6345 Developmental Biology (3)**

An examination of the regulatory mechanisms that control embryogenesis, maturation, regeneration, and aging. Prerequisites: BIOL 3324 and 4340 or equivalent.

### **BIOL 6350 Advances in Animal Physiology (3)**

Analysis and interpretation of studies in the laboratory and literature. Prerequisites: BIOL 4320 and 4352 or equivalent.

### **BIOL 6356 Neuroscience (3)**

An analysis of the physiological bases of behavior, beginning with a study of the functioning of excitable cells and ending with a study of the neuroanatomy of the brain. Prerequisites: BIOL 4352 or permission of the instructor.

### **BIOL 6371 Advances in Ecology (3)**

An in-depth investigation of current topics in ecology. Prerequisite are graduate standing and successful completion of an undergraduate course in ecology.

### **BIOL 6375 Advances in Animal Behavior (3)**

An in-depth investigation of current topics in animal behavior. Prerequisites are graduate standing and successful completion of an undergraduate course in animal behavior.

### **BIOL 6389 Selected Topics (1-3)**

Graduate courses which will be offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

### **BIOL 6391 Contract Study (1-3)**

For students who are pursuing independent study or research (as described in the contract study format).

### **BIOL 6392 Research in Biology (3)**

Directed research on a topic in biology. May be repeated but not for additional credit.

# Master of Business Administration

## Administrative Unit

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

## Objectives

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

## Admission Requirements

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

Entrance Status Score = (GPA X 200) + GMAT.

Regular Standing: Entrance Score at least 1120

Provisional Standing: Entrance Score at least 1000 but less than 1120

Conditional Standing: Entrance Score at least 1000 but with additional pre-professional courses that need to be taken

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

Upon admission students will be evaluated for computer literacy, and statistical literacy. Students who need additional skills in these areas are referred to COSC 1335 (computer literacy) and MATH 6301 (statistical literacy), and are classified as having Conditional Standing until these requirements are fulfilled. Computer literacy must be remedied in the first semester in which the student is accepted into the MBA program. MATH 6301 must be taken before the student enrolls in ACCT 6302, MNGT 6303, ECON 6302, FINA 6320, MNGT 6361, MNGT 6366 or electives in marketing, finance or economics. Students who have not completed the equivalent of six semester hours of undergraduate mathematics including exposure to differential and integral calculus may be advised by the Graduate Business Studies Chair to complete mathematics preparation to the level of MATH 1325 or its equivalent.

Students granted provisional status will normally be changed to regular status upon successful completion of a minimum of twelve semester credit hours of MBA core course work with a grade of B or better in each course taken. No elective course may be taken by a student in provisional status.

## Non-degree Students in Graduate Business

Non-degree students may take up to six credit hours of graduate business courses to meet certification requirements and continuing professional or personal development. Non-degree students must meet the general School of Business requirement of a 3.0 undergraduate GPA or demonstrate equivalent potential for success in graduate business studies (see Acceptance of Degree Seeking Students, page 20, to begin graduate business coursework). In order to enroll in more than six credit hours of graduate business courses, non-degree students must otherwise meet admission criteria for the Master of Business Administration or Master of Professional Accountancy program. Non-degree students may register for MBA online courses only during late registration, on a space available basis, to give priority to degree-seeking students.

## MBA Program Requirements

### CORE REQUIRED COURSES (18 hours\*):

ACCT 6301	Accounting Analysis
ECON 6301	Economic Analysis
MNGT 6360	Organizational Behavior
MRKT 6310	Marketing Management
MNGT 6320	Production and Operation Management
FINA 6320	Financial Management



#### Master of Business Administration

#### Graduate Program Head

Barbara Scaffield, Ph.D., CPA

Professor

The University of Texas at Austin

Area of Expertise: Accounting

Research:

(1) Case development of teaching materials in financial analysis and reporting for use with accounting students and MBA students.

(2) Understanding of how students learn best in an online educational environment.

## REQUIRED COURSES BEYOND CORE (21 hours):

ACCT 6302	Contemporary Control Systems
ACCT 6311/MNGT 6311	Information Systems Management
MNGT 6301	Legal Environment of Business
MNGT 6303	Analytical Models for Decision-Making
**ECON 6302	Forecasting Business Conditions
MNGT 6361	Business Research Methods
MNGT 6366	Strategic Management

## SPECIALTY COURSES (9 hours):

Three electives may be chosen from graduate-level School of Business courses with approval of the student's advisor. Up to 6 credits of specified senior-level business courses may be taken as electives with approval of the student's advisor.

\* Students with an academic business background may waive up to four core courses, decreasing the program to as few as 36 credit hours using the criteria below:

<u>Course</u>	<u>Policy for Waiver</u>
ACCT 6301	6 cr hrs of accounting, including financial & managerial with a "B" average
ECON 6301	6 cr hrs of economics, including macro & micro with a "C" average
FINA 6320	12 cr hrs of upper division finance with a "B" average
MNGT 6320	6 cr hrs of upper division production & operations management with a "B" average
MNGT 6360	6 cr hrs of upper division management with a "B" average
MRKT 6310	12 cr hrs of upper division marketing with a "B" average

\*\*Students following the collaborative MBA Online program offered through the UT System Collaborative program may substitute MBAO 6335 (FINA 6328) Contemporary Topics in Financial Management (UT Permian Basin) for ECON 6302 Forecasting Business Conditions in the General Management track or MBAO 6371 Human Resource Management in the General Management with Finance Emphasis track. See MBA Online Option below.

## Special Program Features

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

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

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

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

## MBA Online Option

The MBA Online Program is a web-based, asynchronous degree program offered by a consortium of eight University of Texas universities through The University of Texas Online Consortium. Courses taken in this program are treated as UTPB courses for credit and computation of GPA. In general, students may take the entire MBA program or any portion of it using MBA Online courses. Students who cannot commute regularly to the UTPB campus because of distance or time constraints are encouraged to consider MBA Online courses. While all UTPB students taking MBA Online courses will follow UTPB admission procedures, registration procedures and tuition and fees differ with the individual UT component offering each MBA Online course. Students should consult the UT System MBA Online website for current information on the MBA Online program and its courses.

Students should take the following sequenced courses either both in the MBA Online program or both in the on-campus program: the accounting sequence ACCT 6301/6302 (MBAO 6311/6336), the economics sequence of ECON 6301/6302

(MBAO 6316/6335), and the quantitative/production sequence MNGT 6320/MNGT 6303 (MBAO 6314/6334). Note that neither MNGT 6320 nor MNGT 6303 in the UTPB on-campus program has prerequisites, but that MBAO 6314 should be taken before MBAO 6334 in the MBA Online program. In addition, MBAO 6322 Information Systems for Managers and MBAO 6333 Accounting for Decision-Makers are not TSBPA-approved upper division accounting courses for Texas CPA candidates, but the UTPB equivalents of ACCT 6311 and ACCT 6302, respectively, are approved upper division accounting courses for Texas CPA candidates. Finally, approval is required for an on campus MBA student to enroll in the MBA Online capstone course MBAO 6395 Business Policy.

Use the following chart to match the MBA Online Offerings with the UTPB MBA program. MBA Online courses offerings through other University of Texas components are listed at the end of the graduate business course descriptions.

<u>UTPB Course</u>	<u>MBA Online Equivalent</u>	<u>MBA Online Course Prerequisite</u>
<b>CORE</b>		
ACCT 6301	MBAO 6311 Accounting Analysis	----
ECON 6301	MBAO 6312 Economic Analysis	----
FINA 6320	MBAO 6316 Financial Management	----
MNGT 6320	MBAO 6334 Production and Operations Management	MBAO 6314
MNGT 6360	MBAO 6313 Management	----
MRKT 6310	MBAO 6315 Marketing Management	----
<b>REQUIRED COURSES BEYOND CORE</b>		
ACCT 6302	MBAO 6336 Accounting for Business Decision Making	MBAO 6311
ACCT 6311	MBAO 6332 Information Systems for Managers	----
MNGT 6301	MBAO 6333 Legal Environment of Business	----
MNGT 6303	MBAO 6314 Quantitative Analysis	----
ECON 6302	MBAO 6335 Contemporary Topics in Financial Management	MBAO 6316
MNGT 6361	MBAO 6331 Research Methods	----
MNGT 6366	MBAO 6395 Strategic Management	any 36 MBA credit hours

**SPECIALTY COURSES (ELECTIVES)**

Select three from the following:

ACCT 6313	*Professional Ethics	----
FINA 6322	*Management of Financial Institutions	MBAO 6316
FINA 6325	MBAO 6374 Options & Futures	MBAO 6316
FINA 6327	MBAO 6375 Portfolio Theory & Management	MBAO 6316
FINA 6330	MBAO 6376 International Finance	MBAO 6316
MNGT 6312	MBAO 6371 Human Resource Management	any 18 MBA credit hours
MNGT 6315	MBAO 6372 Leadership and Change	any 18 MBA credit hours
MNGT 6317	*Advanced Professional Communication for Business	----
----	MBAO 6373 Global Strategic Management	any 18 MBA credit hours

\*Courses available as non-program graduate courses offered by UTPB through UT Online Consortium.

## **Joint MPA/MBA Degree Program**

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

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

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

### **Business Leveling (0-6 credits)**

Computer Literacy (COSC 1335)  
Statistical Literacy (MATH 6301 or MNGT 2342)

### **Accounting Leveling (0-18 credits)**

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

### **Accounting Core Courses (18 credits)**

ACCT 6311 Information Systems Management  
ACCT 6312 Accounting Theory  
ACCT 6313 Professional Ethics  
ACCT 6314 Applied Accounting Research  
ACCT 6315 Topics in Federal Income Tax  
ACCT 6316 Topics in Auditing

### **MBA Core Courses (18 credits)**

ACCT 6301 Accounting Analysis  
ECON 6301 Economic Analysis  
FINA 6320 Financial Management  
MNGT 6320 Production and Operation Management  
MNGT 6360 Organizational Behavior  
MRKT 6310 Marketing Management

### **Courses Beyond the Cores (18 credits)**

ACCT 6302 Contemporary Control Systems  
ECON 6302 Forecasting Business Conditions  
MNGT 6301 Legal Environment of Business  
MNGT 6303 Analytical Models for Decision-Making  
MNGT 6361 Business Research Methods  
MNGT 6366 Strategic Management

### **Electives (6 credits of graduate business classes)**

Upon completion of the 60 hours specified in the Joint MPA/MBA Degree plan of study, students will be awarded both an MPA and an MBA. No degree will be awarded until all requirements of the Joint MPA/MBA Program have been satisfied.

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

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

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

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

### **MBA Core Courses (9 credit hours)**

MNGT 6360 Organizational Behavior  
MRKT 6310 Marketing Management  
MNGT 6320 Production and Operation Management

### **Courses Beyond the Core (15 credit hours)**

ACCT 6302 Contemporary Control Systems  
MNGT 6303 Analytical Models for Decision-Making  
ECON 6302 Forecasting Business Conditions  
MNGT 6361 Management and the Research Process  
MNGT 6366 Strategic Management

### **Electives (6 credit hours of graduate business courses)**

### **Other MBA Program Options**

The MBA program is designed primarily as a professional program rather than a preparation program for doctoral study. Both research and non-research options are available in the program. Students planning to pursue doctoral study or having an interest in research should select the research option. Students choosing the non-research option must complete a minimum of 36 semester credit hours of prescribed study, exclusive of leveling course work. Students choosing the research option must complete either 30-semester credit hours of prescribed study plus a thesis, or 33 semester credits of prescribed study plus a research problem.

The thesis must deal with a topic of generalized concern to the profession, be scholarly in its orientation, demonstrate the student's understanding of and ability to use sophisticated research techniques, and show promise of a contribution to knowledge that could be worthy of publication in a scholarly or professional journal. Students will arrange with their graduate committees to sit for an oral examination of their thesis.

The research problem should deal with a practical problem of concern to the student. It should follow recognized research procedures but does not require the level of sophistication of thesis research. The findings do not necessarily need to be of such import as to merit publication.

### **Grades**

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

## **Course Listings**

### **ACCT 6301 Accounting Analysis (3)**

A foundation in the fundamentals of financial and managerial accounting information designed for the planning, assessment, and control of business entities. Emphasizes the use of information for decision making. May not be taken for MPA core or elective credit.

### **ACCT 6302 Contemporary Control Systems (3)**

A study of the design, implementation, and evaluation of control systems intended to support and direct strategic objectives of various organizations. Prerequisite: ACCT 6301 or equivalent

### **ACCT 6311 Information Systems Management (3)**

Methods and problem resolution in developing and managing company-wide information systems. Cross list with MNGT 6311

### **ACCT 6312 Accounting Theory (3)**

Historical development of accounting theory, criteria for choices among income-determination and asset valuation rules in context of public reporting. Prerequisite: 6 hours of intermediate accounting or equivalent.

### **ACCT 6313 Professional Ethics (3)**

A study of the roles of the professional in general and the accountant in particular in contemporary society with respect to economic, social, political, and technological problems.

### **ACCT 6314 Applied Accounting Research (3)**

Applied research for solving complex accounting and reporting issues including both financial and tax accounting cases. Presentations and papers showing results of research are required. Prerequisite: 3 credit hours of tax; 6 credit hours of intermediate accounting.

### **ACCT 6315 Topics in Federal Income Tax (3)**

Federal Income Tax law, rules, and regulations relating to partnerships, corporations, estates, and trusts. Prerequisite: 3 credit hours in an undergraduate tax course or equivalent

### **ACCT 6316 Topics in Audit (3)**

A conceptual approach to the audit process: stressing the interrelationships of objectives, standards, techniques, and procedures. Prerequisite: 3 credit hours of auditing.

### **ACCT 6389 Selected Topics in Accounting (1-3)**

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

### **ACCT 6391 Contract Study in Accounting (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

### **ECON 6301 Economic Analysis (3)**

Economic efficiency and the determinants of the major economic aggregates such as growth, employment and gross national product.

### **ECON 6302 Forecasting Business Conditions (3)**

Elements and evaluation of principal forecasts used by business and government. Cases based on forecasts by the President's Council of Economic Advisors. Prerequisite: ECON 6301 or equivalent

### **ECON 6332 Labor Economics (3)**

The study of labor market issues such as human capital, compensating wage differentials, migration, race, gender, and the influence of institutions on labor market outcomes; recommended for the business manager and understanding of labor economics. Prerequisite: ECON 6301 or equivalent

**ECON 6389 Selected Topics in Economics (1-3)**

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

**ECON 6391 Contract Study in Economics (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

**FINA 6320 Financial Management (3)**

Survey of foundational concepts in finance; in particular, discounted cash flow analysis and its applications to valuation of bonds, stocks, and corporate capital assets. Introduction to the following topics: bond and stock markets; pricing mechanisms in those markets; relationship between risk and return; capital budgeting methods based on discounted cash flow valuation.

Prerequisite: ACCT 6301 or equivalent.

**FINA 6322 Management of Financial Institutions (3)**

This course is a study of management of financial institutions in a global financial services environment. The course covers risk identification, measurement, and management; regulatory compliance; capital adequacy; liquidity; and profitability from the perspective of a financial manager. Prerequisite: FINA 6320 or equivalent.

**FINA 6325 Options & Futures (3)**

Introduction to options, futures, and other derivative securities. Topics include option valuation models, principles of forward and futures pricing, structure of markets for derivative securities, and strategies for hedging and speculation. Prerequisite: FINA 6320 or equivalent.

**FINA 6327 Portfolio Theory & Management (3)**

Comprehensive investigation of modern portfolio theory. Unifying theme: optimization of the trade-off between risk and return. Examination of asset pricing models and security analysis issues within this framework. Course culminates in a discussion of portfolio management and performance evaluation. Prerequisite: FINA 6320 or equivalent.

**FINA 6328 Contemporary Issues in Financial Management (3)**

Study of topics recently published in financial management literature. The topics will be selected from international, corporate, and risk management topics and vary from term to term. Prerequisite: FINA 6320 or equivalent.

**FINA 6330 International Finance (3)**

A comprehensive study of international financial markets that covers currency exchange mechanisms in theory and practice, including international monetary systems, offshore financial markets, and currency risk management, including interest rate and currency futures, options, and swaps. Prerequisite: FINA 6320 or equivalent.

**FINA 6389 Selected Topics in Finance (1-3)**

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

**FINA 6391 Contract Study in Finance (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

**MNGT 6301 Legal Environment of Business (3)**

A foundation in the role of law in our system of business and commerce, both facilitating and constraining business decision-making. In addition, this course will introduce the operation of legal institutions and the fundamentals of legal reasoning.

**MNGT 6303 Analytical Models for Decision-Making (3)**

This course examines deterministic linear programming, networks and dynamic programming. It emphasizes formation and utilization of programming computer packages.



**MNGT 6311 Information System Management (3)**

Methods and problem resolution in developing and managing company-wide information systems. Cross list with ACCT 6311

**MNGT 6312 Human Resource Management (3)**

Manpower planning and development, organizational climate and the provision of personnel services will be investigated.

**MNGT 6315 Organization Development and Change (3)**

Problems in introducing change in organizations, theory and methods of intervention in organization development.

**MNGT 6317 Advanced Professional Communication for Business (3)**

In this course students learn to enhance their professional effectiveness by applying theories and techniques of persuasion, logic, and reasoning to solve problems, make recommendations, and manage information flow. Emphasis is also given to organizational communication strategies and knowledge management; skills in effective project planning and time management; and the development of reports, letters, and analyses that synthesize research and exhibit good design and mechanics.

**MNGT 6320 Production & Operation Management (3)**

The role of the operations management function within the context of an organization, be it public or private, profit or nonprofit, manufacturing or service. The course emphasizes the application of concepts of in process analysis, material management, and quality management. Both quantitative and behavioral perspectives are presented.

**MNGT 6360 Organizational Behavior (3)**

The systematic study of individual, team, and structural characteristics that influence behavior within organizations. Cross-cultural applications are discussed.

**MNGT 6361 Business Research Methods (3)**

The course looks at research in the business environment. The research process paradigm is thoroughly investigated with a special emphasis on the role of business research in management decision-making.

**MNGT 6366 Strategic Management (3)**

Opportunity for development and implementation of knowledge from multiple disciplines and integration of viewpoints of different functions of an organization. Case evaluation and discussion are stressed. Prerequisite: Completion of the core of the MBA program or permission of instructor.

**MNGT 6370 International Entrepreneurship (3)**

A study of the special circumstances surrounding the nature of international entrepreneurship. Special attention will be given to the social, legal/political, and economic and cultural differences of the individual entrepreneur and the entrepreneurial venture. This course may include an optional international travel study component.

**MNGT 6389 Selected Topics in Management (1-3)**

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

**MNGT 6391 Contract Study in Management (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

**MNGT 6398 Master's Project (3)**

Students electing the project option will work under the supervision of a major advisor to complete a project on a management topic.

**MNGT 6399 Master's Thesis (3-6)**

Students electing the thesis will work under the supervision of a major advisor to complete research on a management topic.

**MRKT 6310 Marketing Management (3)**

An analysis of the customer/market relationships with the company in an open market system characterized by the presence of strong competition within a very fluid business environment. Managerial decision making with this matrix will be stressed. Prerequisite recommended: previous coursework in microeconomics or equivalent

**MRKT 6312 Consumer Decision Processes (3)**

Information flows between buyer and seller, informational properties of demand stimulation strategies from the firm, consumer and society viewpoints.

**MRKT 6314 International Marketing (3)**

Globalization of markets and market entry across borders. Internationalizing of product, price, place and promotion decisions. Standardization and adaptation decisions in a marketing context.

**MRKT 6389 Selected Topics in Marketing (1-3)**

Graduate courses that will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog. Prerequisite varies.

**MRKT 6391 Contract Study in Marketing (1-3)**

Independent study or research under the supervision of a faculty member. Prerequisite varies.

**UT System Collaborative program - Hosted Courses in the MBA Online Program Offered by Other University of Texas Components****MBAO 6311 Accounting Analysis (3)**

The course is designed for managers who will use, not prepare, accounting information. It consists of 3 modules: Financial Accounting, Cost Management and Management Control.

(See UT Online Consortium webpage for current course; UTPB equivalent ACCT 6301)

**MBAO 6312 Economic Analysis (3)**

The emphasis of this course will be on fundamental aspects of economic analysis relating to individual firms and individual markets. The students will learn the impact of demand, how firms choose prices, the role of costs, the nature of competition and monopoly, the role of property rights, simple networks economics, and basic antitrust. Although not heavily used in the course, some reference will be made to calculus.

(See UT Online Consortium webpage for current course; UTPB equivalent ECON 6301)

**MBAO 6313 Management (3)**

An analysis of formal organizational theory and the interrelationship of individuals in organizations. A study of the organization as a system of authority, status, leadership, direction, culture, ethics, communication and influence.

(MANA 6330 Management at UT Pan American; UTPB equivalent MNGT 6360)

**MBAO 6314 Quantitative Analysis (3)**

Introduction to managerial decision analysis using quantitative tools. Topics include a general framework for decision analysis, decision tables and trees, simulation, linear programming and related techniques, classical optimization, forecasting, and probabilistic and statistical techniques. Uses applicable decision support software. Emphasis is on applications. No textbook required. All course materials will be provided to the students.

(MS 6973 Quantitative Analysis in Business at UT San Antonio; UTPB equivalent MNGT 6303)

**MBAO 6316 Financial Management (3)**

The study of proving an organization with operating funds and effectively utilizing monetary resources. Primary emphasis on financial decision making within organizations and techniques of financial analysis and forecasting.

(See UT Online Consortium webpage for current course; UTPB equivalent FINA 6320)

**MBAO 6331 Research Methods (3)**

The application of research techniques to business decision-making. Study of the scientific method: definition of survey, development of methodology, evaluation of alternatives, findings, summary, conclusion and recommendations.

(MARK 6371 Marketing Seminar: Research Methods at UT Pan American; UTPB equivalent MNGT 6361)

**MBAO 6332 Information Systems for Managers (3)**

This course will look at technology at a macro level. Each module examines the impact of today's information systems on organizations, education, government, culture, society, and the future.

(IS 6973 Information Systems for Managers at UT San Antonio; UTPB equivalent ACCT 6311)

**MBAO 6333 Legal Environment in Business (3)**

The course will introduce the student to fundamental legal issues confronting managers in the contemporary American and global legal environment.

(BLAW 6301 Legal Environment in Business at UT Brownsville; UTPB equivalent MNGT 6301)

**MBAO 6334 Production and Operations Management (3)**

The study of the role of the production function in the business system and its relationship to marketing and finance. The focus is on the decision making necessary for productivity improvements in the transformation process of manufacturing and non-manufacturing service organizations. Strategies of production system design, capacity management, quality management, production planning, inventory planning and control, facility location and supply chain management are explored. Systems studied include Just-in-Time, total Quality Management and Flexible Manufacturing Systems. Prerequisite: MBAO 6314 Quantitative Analysis

(MANA 6360 Production and Operations Management at UT Brownsville; UTPB equivalent MNGT 6320)

**MBAO 6336 Accounting for Decision Making (3)**

A study of the uses of accounting information by managers for decision making. The focus of this course is on how the measurements and the interpretation of accounting information impacts the allocation of resources, behavior of business decision makers, and the productivity and profitability of business organizations. Problems and case studies are used extensively to study such topics as activity based costing, efficiency measurements, budgets and control and other topics as activity based costing, efficiency measurement, budgets and control and other current topics in management accounting. Prerequisite: MBAO 6311 Accounting Analysis.

(ACCT 6973 Accounting for Decision Making at UT San Antonio; UTPB equivalent ACCT 6302)

NOTE: This course is not a TSBPA-approved upper division accounting course for Texas CPA candidates.

**MBAO 6371 Human Resource Management (3)**

Advanced study of selected topics in human resource management with special emphasis on issues of current importance in the field. Topic areas in such human resource functions as staffing, development, appraisal, and compensation will be covered. Prerequisite: any 18 graduate business credit hours

(MANA 6331 Human Resource Administration and Industrial Relations at UT Brownsville; UTPB equivalent MNGT 6312)

**MBAO 6372 Leadership and Change (3)**

This course is designed to provide a broad overview of Leadership and Organizational change theories, practices, and research. Special attention will be given to critical thinking skills and the students' ability to communicate and lead effectively in the discussion chat room format. Prerequisite: any 18 graduate business credit hours

(MANA 6332 Leadership and Change at UT Pan American; UTPB equivalent MNGT 6315)

**MBAO 6373 Global Strategic Management (3)**

Participants will be able to perform environmental scanning through the understanding of the elements of corporate, competitive and operational environments. Participants will be exposed to different tools for evaluation of opportunities and threats and for identifying sources of strategy. Students will have "hands-on" experience through a computer simulation. This simulation will provide participants the experience of working in teams. Teams will make competitive decisions about a global organization. Prerequisite: any 18 graduate business credit hours

(MGMT 5335 Global Strategic Management at UT El Paso)

**MBAO 6395 Business Policy (3)**

The primary thrust of this course is general management. It will be different from most of the courses you have had in the functional areas (e.g. accounting, marketing) because you will be required to use a wide range of business knowledge and

exhibit diverse skills. Therefore, it will be demanding and challenging because you will have to perform in topic areas where you have both strengths and weaknesses. Prerequisite: any 36 graduate business credit hours  
(See UT Online Consortium for current course; UTPB equivalent MNGT 6366)

# Master of Science in Computer Science

## Administrative Unit

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

## Objectives

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

- To instill in our graduates high principles of security, quality, and professional ethics.
- To prepare those who choose to do so to continue graduate work leading to the doctorate in computing.
- To prepare graduates who can apply and adapt business systems in distributed environments.

The program will have an overall emphasis on distributed computer systems, addressing both the architecture and the applications of the systems.

## Admission Requirements

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

*Departmental* – To be considered as having adequate preparation for the computer science master's program, students must present evidence of having completed courses equivalent to the following UT Permian Basin undergraduate computer science and mathematics courses. Students not adequately prepared may be admitted conditionally with the requirement that any course in this list not already completed be completed with a grade of B or better. Students admitted conditionally to computer science must complete assigned requirements before beginning the actual degree program.

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

Descriptions of these courses can be found in the Computer Science and Mathematics sections of the undergraduate catalog at:

[http://www.utpb.edu/utpb\\_student/undgrad\\_catalog/ug\\_cat2\\_comp\\_science.htm](http://www.utpb.edu/utpb_student/undgrad_catalog/ug_cat2_comp_science.htm)

[http://www.utpb.edu/utpb\\_student/undgrad\\_catalog/ug\\_cat2\\_math.htm](http://www.utpb.edu/utpb_student/undgrad_catalog/ug_cat2_math.htm)

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

Here is the list of such courses:

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



**Master of Science in Computer Science**  
Graduate Program Head

Ilhan Lee, Ph.D.  
Associate Professor

Illinois Institute of Technology

Areas of Expertise: Operating Systems, Real-Time Systems, Object-Oriented Software

Research interests include developing the object-oriented software in real-time environments. The results of my research have been published in the Journal and many referred international computer science proceedings sponsored by the well known professional societies such as IEEE and ACM.

More information regarding admissions can be found at:

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

## Degree Requirements

### **Core Course Requirements**

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

### **Computer Science Electives**

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

### **Program overview**

Every student completes a 36 credit hour program as follows:

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

### Course Listing

#### **COSC 6310 Computer Systems Architecture (3)**

A study of the internal design and organization of computer architectures. Topics include computer systems design and architecture, such as pipe-lining and instruction-level parallelism, memory hierarchy system, interconnection networks, and multiprocessors. Focusing on a stored program computer system using logic gates, flip-flops, and components from a given library of digital components. (prerequisite COSC 4330 or equivalent or permission of the instructor)

#### **COSC 6315 Database Systems (3)**

A study of advanced topics in database systems. Topics include relational database theory, query optimization, recovery techniques, concurrency control, security and integrity, distributed database systems, object oriented database systems and real-time database systems. (Prerequisite: COSC 4415 or equivalent or permission of the instructor)

#### **COSC 6320 Data Modeling and Mining (3)**

A study of how data mining can be used to construct models of data. Topics include data-oriented structures, data modeling techniques, data warehouses, and data mining algorithms such as market basket analysis, nearest neighbor, and decision trees. (Prerequisite: COSC 6315)

#### **COSC 6325 Advanced Operating Systems and Real-time Computing (3)**

A study of advanced topics in computer operating systems. Topics include process management, virtual memory, inter-process communication, context-switching, concurrent processing, load balancing, real-time operating systems and distributed operating systems. (Prerequisite: COSC 6310)

#### **COSC 6360 Software Engineering in Distributed Environments (3)**

Students will work in groups to apply software engineering principles to large applications development and maintenance projects. Software engineering principles for project management, procurement requirements, analysis and design, construction, quality and security control, and implementation will be studied. (Prerequisite: COSC 4460 or equivalent or permission of the instructor)

**COSC 6370 Networking (3)**

A study of design and analysis of computer communication networks. Topics include queuing systems, data link protocols, topological design, router design, mobility, peer-to-peer networking, multimedia networking, and network performance evaluation. (Prerequisite: COSC 4370 or equivalent or permission of the instructor)

**COSC 6375 Distributed Systems (3)**

The course will cover both the hardware and software issues involved in computer systems that are distributed over multiple processors and multiple machines. The Internet will be used as an example of a distributed system. Principles of distributed systems such as synchronization, sharing of resources, and data communications will be a primary focus of this course. Students will do a hands-on project with a distributed system. (Prerequisites: COSC 4330 and COSC 4370 or permission of the instructor)

**COSC 6378 Computer and Network Security (3)**

Issues in setting up and maintaining a secure network will be studied in detail. Current issues and security trends will be covered as well as standards for security and a study of the most prominent security websites and organizations. Various security measures such as cryptography will be investigated. (Prerequisites: COSC 6310 and COSC 6370)

**COSC 6380 Programming Languages and Concurrency Issues (3)**

Principles of language design and programming paradigms will be covered. Various programming languages will be analyzed and compared with an emphasis on concurrency issues prevalent in a distributed environment and the effects of different languages on the issues. (Prerequisite: COSC 6390)

**COSC 6385 Analysis of Algorithms (3)**

A study of efficient algorithms for a variety of problems, with mathematical proof of correctness and analysis of space and time complexities. Topics include upper bound, lower bound, and average case analysis for sorting, amortized analysis of data structures, tree and graph algorithms, parallel algorithms, and NP-completeness. (Prerequisite: COSC 3312 or equivalent or permission of instructor)

**COSC 6389 Selected Topics (3)**

Graduate courses that are offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

**COSC 6390 Theory of Computation (3)**

The goal of the course is to discover what is (and is not) computable. Mathematical models of computation, including regular expressions, grammars, recursive functions, and the automata that model them, including Turing machines. The course culminates with a discussion of Church's thesis, Gödel numbering, and the Halting Problem. (Prerequisite: COSC 3312 or equivalent or permission of instructor)

**COSC 6391 Contract Study (3)**

For students who are pursuing independent study or research (as described in the contract study form).

**COSC 6398 Project (3)**

The design and development of a significant project, applying the principles and theories of computer and information systems to a real world problem. The project will ordinarily involve an extensive review of the literature, considerable work in the laboratory, and may include the formulation and testing of hypotheses.

**COSC 6399 Thesis (3)**

Research in the application of the principles and theories of computer and information systems to some problem of interest. The research is usually a laboratory or field experiment requiring a thorough review of the literature, the formulation of hypotheses, the collection and analysis of data, and the testing of the hypotheses. (Prerequisite: MATH 6301 or equivalent)

**MATH 6301 Statistics (3)**

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. (prerequisite one year of college level mathematics)

# Master of Science in Criminal Justice Administration

**Master of Science in Criminal Justice Administration**

**Graduate Program Head**

Anthony Hoskin, Ph.D.

Assistant Professor

State University of New York at Albany

## Administrative Unit

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

## Objective

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

## Admission Requirements

In addition to the general requirements of the Office of Graduate Studies (see page 20) applicants for this program are required to submit three letters of recommendation. Two of these letters should be from persons who have knowledge of the applicant's academic preparation and the third should be from a professional working in the field of criminal justice. The letters should be sent directly to the Office of Graduate Studies.

## Options

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

## Core Requirements

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

### Core Requirements (15 hours)

- CJAD 6301 Crime and Criminal Justice (3 hrs).
- CJAD 6302 Statistical Applications in Criminal Justice (3 hrs).
- CJAD 6303 Advanced Research Methods in Criminal Justice (3 hrs).
- CJAD 6310 Policy Evaluation in Criminal Justice Management (3 hrs).
- MNGT 6360 Organization Theory (3 hrs).



Electives (15 - 21 hours selected from the following with advisor approval to meet student needs and career expectations).

CJAD 6304, 6330, 6340, 6350, 6360, 6361, 6362, and 6391.  
MNGT 6312, 6315.  
PSYC 6371

Thesis Option (6 hours, taken in place of 6 hours of elective coursework)

CJAD 6399 Master's Thesis (6 hrs)

### **Distance Learning**

Two courses per semester are currently televised to students in the San Angelo, Texas area through use of the interactive distance learning facilities at Angelo State University. Expansion of the program's distance learning capabilities is under consideration. Contact the Office of Graduate Studies for updated information on distance learning offerings.

### **Course Listings**

#### **CJAD 6301 Crime and Criminal Justice (3)**

An overview of the motivation and distribution of crime and the agencies of crime control. Prerequisite: Undergraduate coursework in criminological theory.

#### **CJAD 6302 Statistical Applications in Criminal Justice (3)**

Application of statistical methods in the design and analysis of criminological/criminal justice research. Topics include analysis of variance models, correlation and regression, and multivariate techniques with emphasis on their application in the criminal justice system. Prerequisite: Undergraduate coursework in statistics.

#### **CJAD 6303 Advanced Research Methods in Criminal Justice (3)**

Foundations of research design, methodology, and analytic techniques as used in the criminal justice system to include a review and critique of research on crime causation, policing, corrections, and the courts. Prerequisite: Undergraduate coursework in research methods.

#### **CJAD 6304 Public Administration in Criminal Justice (3)**

Evaluation of the legal, social, economic, and philosophic foundations of governmental crime control policy administered by federal, state, and local units of government.

#### **CJAD 6310 Policy Evaluation in Criminal Justice Management (3)**

A critical examination, discussion and assessment of the interplay between electoral politics, legislation, administrative policies and the criminal justice system.

#### **CJAD 6330 Women and Minorities in the Administration of Criminal Justice (3)**

An examination of the major issues and controversies surrounding women and minorities both as employees and clients in the criminal justice system.

#### **CJAD 6340 Contemporary Problems and Issues In Police Administration (3)**

A study of the role of the police and policing in American society, emphasizing principles and practices of administration and their application to law enforcement. General problems and practices relating to contemporary police administration are discussed, including community policing and problem-oriented policing.

#### **CJAD 6350 Contemporary Problems and Issues in Correctional Administration (3)**

A study of correctional components of the American criminal justice system, emphasizing principles of administration and their application to correctional practices. The impact of legal and social change on correctional agencies will be discussed as well as associated with their administration, management, and organization.

**CJAD 6360 Contemporary Legal Issues In Criminal Justice Administration (3)**

Examines legal problems and issues related to the administration of criminal justice in terms of their impact on the various components of the criminal justice system.

**CJAD 6361 Advanced Constitutional Law (3)**

An in-depth study and analysis of leading court cases and their impact on the criminal justice system.

**CJAD 6362 Civil Liability For Criminal Justice Administrators (3)**

An in-depth consideration of the sources of liability exposure in criminal justice agencies, relevant court cases, and the administrator's role in controlling liability exposure.

**CJAD 6391 Contact Study (3)**

Advanced independent study or research.

**CJAD 6399 Master's Thesis (3 or 6)**

Research and preparation of the Master's Thesis. Meets the research requirements for the thesis option in Master's degree programs.

# Master of Arts in Education

## Administrative Unit

This degree is administered by the Office of Graduate Studies and Sponsored Research through the faculty of the School of Education, through the Department of Curriculum and Instruction and the Department of Leadership, Counseling, and Foundations. The faculty prepares candidates to earn a Masters of Arts degree in conjunction with or separate from coursework for advanced educator certifications.

## Admission Requirement

The Master of Arts (MA) in Education can be earned in the following areas:

Bilingual/English as a Second Language

- Counseling
- Educational Leadership
- Professional Education
- Reading
- Special Education



**Master of Arts in Education/  
Bilingual Education**  
Graduate Program Head  
Yolanda Salgado, Ph.D.

Assistant Professor  
New Mexico State University  
Research Interest: qualitative methods designed to help understand people and the social and cultural context in which they live, employing opportunities for interviewing participants not for the mere reasons of getting to the answers for the questions raised by them or others, nor for testing hypothesis of what we may feel may or may not be right, but for the deeper consideration of bringing voices and understanding of what other experience and the meaning they constructed based on their experiences; paradigms that impacts all areas of social justice, diversity and equity.

Education at UTFB Bilingual/ESL Graduate Program illuminates historical events, theories, practices and methods germane to first & second language learners, including opportunities for application of critical thinking skill through realistic thoughts, ideas, and research as they co-exist in the real world.

Students earning an MA in Education must complete a minimum of 36 semester credit hours following the course of study prescribed in one of the options listed above. Specific course requirements for each of the MA options are available in the School of Education office or from the area coordinator for that option. However, included in each course study are:

- at least 6 semester credit hours of School of Education "Core" Courses: EDUC 6301, 6302, 6303, 6304, 6305
- at least 18 semester credit hours of coursework in the area chosen
- a culminating experience which may consist of 3-6 semester credit hours earned through a practicum (6392), seminar (6395), research in education project (6397), master's study (6398), or thesis (6399).

Students electing the seminar (6395) will complete, in conjunction with the faculty of his/her program, an experience that focuses on the specific competencies, integrated perspectives, and/or contemporary issues appropriate to his/her field. Students whose degree plan includes a culminating experience consisting of EDUC 6397, 6398, or 6399 will investigate, under the director of a master's committee, a problem involving an educational issue of special interest to the student. The format for reporting the research will follow the guidelines of the UT Permian Basin Graduate Council manual, *Instructions for Preparation of Master's Thesis and Research Project Reports*. Format issues not specific in this manual will conform to the *Publication Manual of the American Psychological Association* (most current edition). An oral defense before the student's master's committee may also be required.

## Advanced Certifications

Advanced educator certifications can be earned in conjunction with or separate from coursework for a master's degree. Advanced certifications offered through the School of Education are:

School Counseling

- Educational Diagnostician
- Principal
- Superintendent
- Reading Specialist
- Master Reading Teacher

## Admission, Retention, and Exit from Advanced Program

The following are the "gates" through which candidates must pass to successfully exit the advanced program with a master's degree and/or advanced educator certification.

### **Admission to Graduate Studies**

Candidates who already hold a baccalaureate degree and are preparing for educator certification, and, at the same time, working toward a master's degree, may apply to Graduate Studies for both programs simultaneously. They are admitted to Graduate Studies under the appropriate MA in Education option.

Candidates who already hold a baccalaureate degree and are preparing for educator certification, but who are not working towards a master's degree, will be admitted to Graduate Studies under the "certification" designation. For these students, no more than 6 semester credit hours may be taken under this designation and subsequently applied to a master's degree.

### **Admission to Advanced Program**

Candidates are admitted to the School of Education under one of 3 conditions: conditional, provisional, or regular. To be admitted a candidate must:

- Be admitted to Graduate Studies
- Respond, in writing, to questions related to "What are my expectations for graduate school?"
- Participate in a one-on-one interview with area coordinator or designated program faculty member
- Complete the Candidate Dispositions Report in EDUC 6302 or EDLD 6362 Download a copy of Advanced Program Candidates' Handbook
- Create a Portfolio

### **Retention in the Advanced Program**

To continue in the advanced program, a candidate must:

- Be admitted to his/her culminating project upon a decision of graduate committee member(s)
- Submit his/her portfolio for assessment #1

### **Exit from the Advanced Program**

To successfully exit from the advanced program, a candidate must:

- If applicable, pass appropriate Texas Examination of Educator Standards (TExES) and be recommended for an advanced educator certification
- Complete his/her culminating project
- Complete a second CDPR
- Have no more than 2 grades of "C" in graduate coursework
- Submit his/her portfolio for assessment #2

### **Advanced Educator Certification Preparation**

A candidate seeking advanced educator certification, either in conjunction with earning a master's degree or separate from it, must:

1. Hold a bachelor's degree
2. Hold a valid Texas educator certification
3. Complete at least 21 semester credit hours of graduate-level coursework in an approved educator certification program, including 12 semester credit hours in the area for which certification is being sought, and earn the required grade point average
4. Two years of teaching experience
5. Earn a passing score on the appropriate Texas Examination of Educator Standards (TExES)
6. Submit an application complete with appropriate fee (money order or cashier's check only) and recommendation from the appropriate School of Education faculty to the UTPB Certification Officer

Upon completion of all requirements, the UTPB certification Officer will submit the required forms to the State Board of Educator Certification.

A candidate should consult the UTPB Certification Officer or the area coordinator for the program in which he/she intends to earn certification to verify current UTPB and state requirements for that certification. State requirements are established by the Texas State Board of Educator Certification and may change more frequently than published degree requirements.

# Master of Arts in Education/Bilingual/ESL

## **Objectives**

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

## **Admission Requirements**

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

## **Core Requirements**

### **School of Education Core Requirements**

EDUC 6301	Philosophy of Education (3)
EDUC 6302	Cultural Diversity (3)
EDUC 6303	Human Growth and Development (3)
<b>or</b>	
EDUC 6304	Advanced Educational Psychology (3)
EDUC 6305	Research Design in Education and the Social Sciences (3)

Total Required 9-12

### **Bilingual Education Courses**

EDBI 6323	History & Politics in Bilingual Education (3)
EDBI 6324	Teaching Science, Social Studies & Math in Spanish (3)
<b>or</b>	
EDBI 6325	Teaching Language Arts and Reading for Spanish Speakers (3)
EDBI 6326	Methods of Teaching ESL (3)
EDBI 6327	Issues and Advanced Problems in ESL (3)
EDUC 6329	Language Development and Acquisition (3)
EDBI 6392	Practicum Bilingual/ESL (3)

Total Required 18-21

### **Electives from a Related Education Field**

(Spanish, Counseling, Reading, Special Education, Early Education or Leadership)

Total Required 6-9

### **Culminating Experiences (Choose one)**

EDBI 6395	Seminar: Bilingual/ESL (3)
EDBI 6397	Research in Education (3)
EDBI 6398	Master's Study: Bilingual/ESL (3)
EDBI 6399	Thesis: Bilingual/ESL (3-6)

Total Number of Hours Required 3-6

Total Required 36

# Master of Arts in Education/Counseling

## Objectives

The Master of Arts in Education option in Counseling is directed to the preparation of counselors for service in schools, agency, and private practice settings. The program provides an orientation to solution-focused, brief counseling theories and techniques emphasizing cognitive-behavioral interventions. The program sequence for School Counseling meets the academic preparation requirements for Professional School Counselor Certification in Texas. The program sequence for Community Counseling (agency and private practice settings) meets the academic preparation requirements for the Licensed Professional Counselor (LPC) in Texas.

Both require 48 semester hours.

## Degree Requirements

### School Counseling

### Community Counseling

#### School of Education Core Requirements

EDUC 6302	Cultural Diversity in America	3	3
EDUC 6303	Human Growth and Development	3	3
EDUC 6304	Advanced Educational Psychology	3	--
EDUC 6305	Research Design in Education/Social Sciences	3	3

#### Counseling Education Common Core Requirements

EDCO 6377	Foundations of Counseling	3	3
EDCO 6378	Career Counseling and Career Development	3	3
EDCO 6379	Appraisal Techniques	3	3
EDCO 6380	Group Dynamics	3	3

#### Advanced / Specialization Requirements

EDCO 6381	Micro Counseling	3	3
EDCO 6382	Developmental Guidance Programs	3	--
EDCO 6383	Counseling Children and Adolescents	3	3
EDCO 6384	Counseling Theory & Practice	--	3
EDCO 6385	Advanced Counseling Techniques	3	3
EDCO 6387	Family Education and Counseling	3	3
PSYC 6321	Psychopathology	--	3

#### Culminating Experiences (To be taken within final 18 hours.)

EDCO 6392/6393	Practicum or Internship: Counseling I	3	3
EDCO 6392/6393	Practicum or Internship: Counseling II	3	3
EDCO 6395	Seminar: Professional School Counseling	3	--
EDCO 6395	Seminar: Professional Counseling	--	3



#### Master of Arts in Education/ Counseling

Graduate Program Head

Janet Carter, Ph.D., LPC-S

Assistant Professor

Utah State University

#### Research Interest:

- Worry, rumination, and other thought processes related to psychological disorders
- Measurement invariance and psychometric validation
- Teaching critical thinking at the graduate level
- Parent training
- Community-based intervention programs for children

# Master of Arts in Education/Educational Leadership (Online)

## Objectives

The Master of Arts in Education with a focus in Educational Leadership is designed to prepare advanced candidates for positions of leadership in education. Advanced candidates participating in this program may become eligible for Principal Certification often required for positions in school administration. Candidates receive training in instructional and administrative leadership, cultural proficiency, conflict resolution, school law and ethics, fiscal responsibility, organizational theory and other relevant areas appropriate for twenty first century educational leaders. Eligible candidates may also pursue Superintendent Certification through this program. The Educational Leadership program is aligned with the State Board for Educator Certification (SBEC) Principal and Superintendent Competencies, as well as the NCATE/ELCC (Education Leadership Constituent Council) standards.

## Requirements for the Master's Degree with Principal Certification

### Educational Foundations Requirements (6 hours)

EDUC 6305	Research Design in Education and the Social Sciences	(3)
EDLD 6362	Cultural Proficiency	(3)
or		
EDUC 6302	Cultural Diversity	(3)

### Educational Leadership Requirements (27 hours)

EDLD 6360	School Finance	(3)
EDLD 6361	School Law	(3)
EDLD 6363	Administration of Special Programs	(3)
EDLD 6365	School Public Relations	(3)
EDLD 6367	Theories of Educational Leadership	(3)
EDLD 6368	Principalship	(3)
EDLD 6369	School Human Resources Management	(3)
EDLD 6370	Instructional Leadership Development	(3)*
EDLD 6392	Practicum	(3)

### Educational Leadership Elective (3 hours)

EDUC 6301	Philosophy of Education	(3)
or EDUC 6303	Human Growth and Development	(3)
or EDUC 6304	Advanced Educational Psychology	(3)
or EDUC 6330	Theories of Curriculum and Instruction	(3)
or EDLD 6389	Special Topics	(3)
or EDLD 6395	Seminar: Applied Research in Educational Leadership	(3)

**Total Hours for the Degree with Certification** **36**

*\*NOTE: If ILD and/or PDAS are completed through avenues other than EDLD 6370, candidates must complete additional elective courses to earn the 36 credit hours required for the degree.*

## Principal Certification Testing and Experience Requirements

In addition to completing the degree, candidates for certification as a Principal must earn a passing score on the Texas Principal certification exam and must have at least two years of creditable classroom teaching experience.



### Master of Arts in Education/ Educational Leadership

Jessica Garrett-Stalb, Ed.D.  
Assistant Professor  
Sam Houston State University

#### Research Interests and Current Projects:

- Rural School Administration
- Leadership, Decision-Making, and Ethics
- Gender Issues in Educational Leadership
- Case Studies in Educational Administration

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

Advanced candidates with a Master's degree in fields related to education will be required to complete 21 additional hours in the following areas:

EDLD 6361	School Law	(3)
EDLD 6363	Administration of Special Programs	(3)
EDLD 6367	Theories of Educational Leadership	(3)
EDLD 6368	Principalship	(3)
EDLD 6370	Instructional Leadership Development	(3)*
EDLD 6392	Practicum	(3)
EDLD 6360	School Finance	(3)
or EDLD 6365	School Public Relations	(3)
or EDLD 6369	School Human Resources Management	(3)

In addition to completing course requirements, candidates for certification as a Principal must earn a passing score on the Texas Principal certification exam and must have at least two years of creditable classroom teaching experience.

## Superintendent Certification Requirements for Candidates who have a Master's Degree and Principal Certification

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

- 16 hours of graduate credit in areas of SBEC/ELCC Superintendent and District Level competency. Superintendent practicum experiences are integrated into all course work.

EDLD 6462	District School Finance	(4)
EDLD 6464	Educational Change and Design of Facilities	(4)
EDLD 6473	Superintendency and the School Board	(4)
EDLD 6475	Education and Sociocultural Change	(4)

- Passing grade on the Texas Superintendent Exam.

## Program Recommendations

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

### Contact Information

Dr. Jessica Garrett-Staib, Program Coordinator, 432-552-2169 or staib\_j@utpb.edu



# Doctor of Education (Ed.D.) UTPB-UTSA Cooperative Doctoral Program in Educational Leadership

## Doctor of Education/Educational Leadership

Doctoral Director  
Tom Parks, Ph.D.  
Professor  
Vanderbilt University

### Administrative Unit

This degree is administered by the Department of Educational Leadership and Policy Studies and the College of Education and Human Development at the University of Texas at San Antonio (UTSA), in cooperation with the Department of Educational Leadership and Counseling and the School of Education at the University of Texas of the Permian Basin (UTPB). The Ed.D. degree is awarded by the University of Texas at San Antonio.

### Mission Statement

The UTPB-UTSA cooperative doctoral program prepares educators to become transformational leaders who can work effectively in diverse, ambiguous, and challenging contexts, particularly in the historically underserved Permian Basin region of West Texas. The goals of this transformational leadership include equity, excellence, social justice, democracy, risk-taking, and responsiveness to community needs. Faculty in this Ed.D. program are strongly committed to developing collaborative and responsive relationships with area schools and communities.

### Cohort Model

The Educational Leadership doctoral program uses a cohort model. Doctoral students are admitted once each year. Members of a cohort will follow a pre-planned coursework series. The cohort model has been shown to contribute to student success and completion of the program, as students become resources for one another.

### Core Program Elements

The doctoral program is comprised of three core elements- course-work, the qualifying examination and admission to candidacy, and the dissertation proposal and dissertation.

### Program Requirements

A minimum of 60 semester hours of course work beyond the Master's degree is required. These 60 credit hours include:

- Cultural Core (9 semester hours)
- Leadership Core (12 semester hours)
- Methodology Core (12 semester hours)
- Administrative Leadership (12 semester hours)
- Cognates (6 semester hours)
- Dissertation (9 semester hours)

### Admission Requirements

- Bachelor's degree from a regionally accredited institution
- Master's degree in education or other appropriate field with a 3.5 or higher GPA
- Official GRE scores taken within the last 5 years (verbal, quantitative, and analytical sections)
- For applicants whose native language is not English, a score of at least 550 on the TOEFL
- Demonstrated experience in a work environment where education is the primary professional emphasis
- Three letters of recommendation from those who have supervised you in an academic, community service, or employment capacity. References should comment on your intellectual ability, discipline, creativity, sensitivity to others, and should cite examples of leadership and scholarly potential. At least one letter should come from a university professor who is familiar with your academic work.
- A statement of purpose which includes (a) reasons for pursuing a doctorate in educational leadership (b) a biographical sketch of experiences related to education (c) career plans (d) scholarly interests, and (e) view on and roles in current and future educational reform efforts.
- Professional resume

**Contact Information**

UTPB: Dr. Tom Parks, 432-552-21 or parks\_t@utpb.edu

UTSA: Dr. Elizabeth Murikami, 210-458-5840 or Elizabeth.murakami@utsa.edu

# Master of Arts in Education/Professional Education

## Objectives

The Master of Arts in Education degree (MA) offered at UTPB has several program options. One program option is Professional Education. This option prepares advanced program candidates for roles as content-area specialists or curriculum coordinators. Graduate level coursework in content area, such as History, English, Science, Mathematics, Bilingual Education, or Early Childhood may be incorporated into the degree plan.

## Program Requirements

### School of Education Core Requirements

- EDUC 6301 Philosophy of Education (3)
- EDUC 6302 Cultural Diversity in Education and the Social Sciences (3)
- EDUC 6303 Human Growth and Development (3)
- Or EDEC 6312 Development of the Whole Child (3)
- EDUC 6305 Research Design in Education & the Social Sciences (3)

**Total Required 12**

### Professional Education Common Core Requirements

- EDUC 6330 Theories of Curriculum and Instruction (3)
- EDUC 6304 Advanced Educational Psychology (3)

**Total Required 6**

### Content Area Specialization Requirements

Selection of graduate courses will vary according to the candidate's area of interest. Graduate courses offered through the College of Arts and Sciences, such as History, Biology, English, and Mathematics can be included. Students seeking Early Childhood (EDEC) specialization would include EDEC 6311, EDEC 6314, and EDEC 6316 as content area specialization.

**Total Required 0 18**

### Methods

- EDRD 6319 Content Area Literacy (3)
- EDSP 6344 Methods for Teaching Exceptional Learners (3)
- Or EDEC 6315 Young Exceptional Learners (3)
- EDBI 6326 Methods of Teaching ESL (3)
- EDEC 6310 Teaching Math & Science to Young Children (3)
- EDEC 6316 Early Literacy (3)
- EDUC 6335 Innovations in Teaching Science & Mathematics (3)
- EDLD 6367 Theories of Educational Leadership (3)

**Total Required 0 9**

### Culminating Experiences (choose one)

- EDUC 6395 Seminar: Curriculum & Instruction (3)
- EDUC 6397 Research in Education (3)
- EDUC 6398 Master's Study (3)
- EDUC 6399 Thesis(3 6)

**Total Required 3 6**



Master of Arts in Education/  
Professional Education  
Graduate Program Head  
Rachel Juarez Torres, Ed.D.  
Associate Professor  
Texas Tech University  
Area of Expertise: Language Arts Education;  
Secondary Education

I believe in the development of cultural diversity competence in Education. I advocate principles of curriculum theory and their relevance to effective teaching and learning. I am interested in practical applications of knowledge and skills gained through coursework. I value Qualitative research in Teacher Education through projects such as action research in schools. Some of the recent research topics for candidates who have completed this program include the following:  
Faculty and Administrator Perceptions of the "Math-Through" Observation  
Teaching Strategies to Promote Learning in Junior High School and High School Math Classroom (TAES related)  
How Students Who Transfer from 2-year Institutions to 4-year Institutions Perceive their Reading Abilities

**Program Recommendations**

All advanced program candidates in the Professional Education Option should consult with the Program Coordinator to develop a degree plan within the first 12 hours of program completion. Any course substitutions must be petitioned, approved by the committee, and filed with the Office of Graduate Studies and Research. In addition, EDUC 6305 should be taken within the first 12 hours of coursework.

# Master of Arts in Education/Reading

## Objectives

The Master of Arts in Education: Reading program is designated to prepare Reading Specialists for teaching, diagnosis and coordination in elementary and secondary schools or junior colleges. This reading/literacy degree also fulfills the academic requirements for certification as a Master Reading Teacher (MRT), meaning students can earn both certifications within 36 hours of coursework. This plan includes the preparation necessary for leading staff development. The program culminates with an action research project or the writing of a thesis.

## Program Requirements

### School of Education Core Requirements

EDUC 6301	Philosophy of Education	(3)
or EDUC 6302	Cultural Diversity in America & the Social Sciences	(3)
EDUC 6303	Human Growth and Development	(3)
or EDUC 6304	Educational Psychology	(3)

**Total Required 6**

### Reading Core Requirements

EDRD 6305	Research Design in Reading Education	(3)
EDUC 6329	Language Development and Acquisition	(3)
EDRD 6317	Materials, Methods, and Media in Reading	(3)
EDRD 6318	Analysis and Selection of Literature	(3)
EDRD 6319	Content Area Literacy	(3)
EDRD 6320	Vocabulary and Spelling	(3)
EDRD 6321	Reading Diagnosis	(3)

*Select TWO of the following three courses:*

EDRD 6322	Problems in Literacy	(3)
EDRD 6323	Advanced Problems in Reading	(3)
EDRD 6333	Clinical and Remedial Reading	(3)

**Total Required 27**

### Culminating Experience

EDRD 6398	Master's Study	(3)
or EDRD 6399	Thesis	(3)

**Total Required 3**

**Hours required for the Master's Degree 36**

+ See program coordinator if simultaneous ESL endorsement is sought.

## Professional Certification Preparation

A graduate student seeking certification as a Reading Specialist with Master Reading Teacher must have at least two years of satisfactory teaching experience in accredited PK-12 schools. The student should consult the program coordinator to verify current requirements for the desired certification(s). These requirements are established by the Texas State Board for Educator Certification and may change more frequently than published degree requirements.

## Program Recommendations

All students should include EDRD 6305 Research Design in Reading Education near the end of their coursework as preparation for their culminating experience.



**Master of Arts in Education/  
Reading**

**Graduate Program Head**

Jeannine Hurst, Ph.D.  
Assistant Professor  
Texas Tech University

**Areas of Expertise:** Struggling readers, Middle school and high school at-risk students, motivational strategies in reading/literacy  
**Research Interests:** mentoring, ELL, At-Risk students, readers and writers workshop, motivating the unmotivated, and professional development for teachers.

# Master of Arts in Education/Special Education (Online)

## Objectives

The Master of Arts in Education option in Special Education prepares proficient and skilled professionals for careers in special education school setting and other related disability fields. Students seeking initial certification in special education may be required to take additional courses as required by the state of Texas.

## Program Requirements

### Core Requirements

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

### Special Education Core Requirements

EDSP 6340	Current Trends in Programs and Services (3)
EDSP 6341	Behavior Management and Social Skills (3)
EDSP 6343	Programs and Practices for Exceptional Learners (3)
EDSP 6344	Methods for Teaching Exceptional Learners (3)
EDSP 6345	Transition Programming for Exceptional Learners (3)
EDSP 6346	Foundations and Legal Aspects of Special Education (3)
EDSP 6347	Characteristics of Autism Spectrum Disorders (3)
EDEC 6315	Young Exceptional Learners/Early Intervention (3)

(Students seeking initial teaching certification will need to contact their advisor for specific course substitutions)

### Culminating Experiences

EDSP 6397	Research in Education	(3)
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**DEGREE REQUIREMENT**      **36 hrs.**

### Master of Arts in Education/ Special Education

#### Graduate Program Head

Frank Mullins, Ph.D.  
Associate Professor  
University of North Texas

#### Research Interests and Current Projects:

- Emotional/Behavioral Disabilities
- Family-school-community partnerships
- Mental health and children with disabilities
- Pre-service preparation for teaching in the inclusive setting

# Master of Arts in Education/Special Education/Autism and Developmental Disabilities (ONLINE)

The Master of Arts in Education/Special Education option in Autism and Developmental Disabilities prepares proficient and skilled professionals for careers which focus on autism spectrum disorders and developmental disabilities in early childhood. Students seeking initial certification in special education will be required to take additional courses as required by the State of Texas.

## Program Requirements

### Core Requirements

EDSP 6202	Cultural Proficiency (3)
EDUC 6304	Educational Psychology (3)
EDSP 6346	Foundations and Legal Aspects of Special Educ (3)

### Early Childhood Core Requirements

EDEC 6312	Development of the Whole Child (3)
EDEC 6314	Parent Involvement in Early Childhood Ed. (3)
EDEC 6315	Young Exceptional Learners/Early Intervention (3)

### Special Education Core Requirements

EDSP 6341	Behavior Management and Social Skills (3)
EDSP 6344	Methods for Teaching Exceptional Learners (3)
EDSP 6347	Characteristics of ASD and Dev. Disabilities (3)
EDSP 6348	Curriculum and Instruction for Young Except.Ch. (3)

### Culminating Experiences

EDSP 6392.1	Practicum Experience in Early Intervention (3)
EDSP 6392.2	Practicum Experience in Early Childhood (3)

**DEGREE REQUIREMENT**

**36 hrs.**

# Master of Arts in Education / Special Education / Educational Diagnostician

The Master of Arts in Education option in Special Education prepares proficient and skilled professionals for careers in special education school setting and other related disability fields. Additionally, the **Professional Educational Diagnostician** licensure is available to students with prior teaching experience in either general or special education; however, all candidates must be certified in special education prior to exit from the program.

## Program Requirements

### School of Education Core Requirements

EDSP 6302	Cultural Diversity in (3)	
EDUC 6304	Educational Psychology (3)	
EDUC 6305	Research Design in Education and the Social Sciences (3)	
	<b>Total Required</b>	<b>9</b>

### Special Education Core Requirements

EDSP 6340	Current Trends in Programs and Services (3)	
EDSP 6341	Behavior Management and Social Skills (3)	
EDSP 6343	Programs and Practices for Exceptional Learners (3)	
EDSP 6344	Methods for Teaching Exceptional Learners (3)	
EDSP 6345	Transition Programming for Exceptional Learners (3)	
EDSP 6346	Foundations and Legal Aspects of Special Education (3)	
EDEC 6315	Young Exceptional Learners/Early Intervention (3)	
	<b>Total Required</b>	<b>24</b>

### Additional Coursework for Professional Educational Diagnostician licensure

EDSP 6386	Learning Theory and Assessment (3)	
EDSP 6394	Cognitive Assessment (3)	
EDSP 6395	Seminar: Professional Practice (3)	
EDSP 6392	Practicum: Diagnostician (3)	
	<b>Total Required</b>	<b>12</b>

## DEGREE REQUIREMENTS

for Special Education and Professional Educational Diagnostician Licensure **45 hrs.**



# Teacher Certification/Post-Baccalaureate Alternative Program (non-degree)

## Administrative Unit

Certification/Endorsement programs are administered by the School of Education. (Post-baccalaureate students who are preparing for educational certification/endorsement have all academic records in the Office of Graduate Studies and Research. Advising and all processing for certification are completed through the School of Education certification office.)

## Objectives

To prepare students who desire teaching credentials in Texas and who already hold a bachelor's degree.

## Admission Requirements

(1) Bachelor's degree from a regionally accredited institution; (2) Cumulative GPA of at least 2.50 or a GPA of 2.75 on the last 60 hours of coursework; (3) Demonstrated oral communication proficiency; (4) Minimum of 12 semester hours in the subject-specific content for the certification sought or a passing score on a THEA-approved test of content knowledge; (5) Satisfactory scores on the THEA or another TSI measure approved by the program. Program standards for the THEA are Reading 260, Writing 240, and Math 240; (6) Two letters of reference; and (7) An essay of one to two pages in length that states why the applicant wants to become a teacher.

## Options

Elementary- Grades EC-6

Generalist; Bilingual Generalist; ESL Generalist; Generalist with Special Education

Middle Level- Grades 4-8

Generalist; Bilingual Generalist; ESL Generalist; Generalist with Special Education  
Specialist: English Language Arts; Math; Science; Social Studies

Secondary Level- Grades 8-12

Business Education; Chemistry; Computer Science; English Language Arts and Reading; History; Journalism; Life Science (Biology); Math; Science; Social Studies; Speech

All Level- Grades EC-12

Art; Music; Physical Education; Spanish; Special Education

\*Supplemental Certifications in Bilingual, ESL or Special Education may be added to any certification

## Preparation Requirements

Professional Foundations (6 hours)

EDSP 6340 Current Trends in Programs or an equivalent course  
EDUC 4362 Foundations of Bilingual/ESL/Multicultural Education

Literacy and Pedagogy (6-12 hours, depending on the area of certification)

Courses will be specific to the certification being sought

Internship or Clinical Teaching (2 hours)



**Teacher Certification/Supplemental Programs (non-degree)**

Roy Hurst, Ph.D.  
Associate Professor  
Certification Officer  
University of Southern Mississippi  
Area of Expertise: Science Education  
Research Interests: (1) Project director for the Noyce Scholars program to prepare math and science teachers, which is funded through the National Science Foundation.  
(2) Research interests include critical thinking and problem solving, connecting science education with literacy, self-efficacy and pre-service teacher preparation, and hands-on science learning environments.

## Internship or Clinical Teaching Requirements

The appropriate subject-specific TExES examination of content knowledge must be passed in order to be admitted to internship or clinical teaching. In addition, prior to beginning an internship, at least two professional preparation courses and 30 clock hours of field experience must be completed. (A candidate who is a "late hire" by a district will complete these requirements during the first semester of the internship. *Texas Administrative Code Rule 228.35*)

Intern teachers are contracted employees of a school district and receive the regular salary and benefits of a first year teacher. The internship period is for one school year, either fall-spring or spring-fall. Clinical teachers are not under contract to a school district and receive no salary or benefits. They work in partnership with a contracted teacher for a period of 12 weeks. (*Texas Administrative Code Rule 228.35*)

The School of Education works with the Texas State Board for Educator Certification and school districts in the Permian Basin region to assure that programs meet the requirements of teachers in the area. Requirements do change frequently. Thus, students who intend to apply for certification are urged to consult the certification officer in the School of Education to verify current requirements and Examination for Certification information.

## Course Listings

### **EDBI 6323 History and Politics in Bilingual Education (3)**

A historical perspective of the development of bilingual education in the United States, including political facts, legislation, court rulings and pedagogical research on English language learners.

### **EDBI 6324 Teaching Science, Social Studies and Math in Spanish (3)**

A critical analysis of materials in Spanish available for teaching science, social studies and math. A survey of strategies for teaching science, social studies and math to Spanish speakers. Prerequisite: Spanish Proficiency.

### **EDBI 6325 Teaching Language Arts and Reading for Spanish Speakers (3)**

A critical analysis of materials in Spanish available for teaching language arts and reading. A survey of strategies for teaching reading and language arts to Spanish speakers. Prerequisite: Spanish Proficiency.

### **EDBI 6326 Methods of Teaching ESL (3)**

An introduction to the theoretical and practical aspects of teaching English as a Second Language.

### **EDBI 6327 Issues and Advanced Problems in English as a Second Language (3)**

A comparative and contrastive analysis of the interrelationships of language, culture and learning in the classroom setting.

### **EDBI 6392 Practicum: Bilingual/ESL (3)**

Students are placed in a bilingual/ESL setting for one full semester. Students will follow a clinical model to prepare instruction for individual or small groups of English language learners. Students will develop a philosophy statement and will conduct assessment and prescriptive instruction.

### **EDBI 6395 Seminar: Seminar in Bilingual/ESL Education (3)**

A seminar in bilingual education and ESL, including in-depth research into critical issues and the opportunity to apply research skills in a thorough investigation of a topic of interest and importance in the field.

### **EDBI 6397 Research in Education (3)**

A direct topic study which will serve as a culminating experience for the Master in Education candidate. Students may elect this option instead of the project (EDUC 6398) or thesis (EDUC 6399).

### **EDBI 6398 Master's Study: Bilingual/ESL (3)**

A directed research project which will serve as a culminating experience for the Master in Education with emphasis on bilingual/ESL education. Students may elect this option instead of the directed topic study (EDBI 6397) or thesis (EDBI 6399).

**EDBI 6399 Thesis: Bilingual/ESL (3)**

A research option which will serve as a culminating experience for the Master in Education with an emphasis in bilingual/ESL education. Students may elect the thesis instead of the directed topic study (EDBI 6397) or thesis (EDBI 6398).

**EDCO 6377 Foundations of Counseling (3)**

Theoretical, experiential and applied overview of professional counseling and the counseling process. Emphasizes counselor development, counselor functions in different settings, and legal/ethical professional issues within the field.

**EDCO 6378 Career Counseling and Career Development (3)**

Developmental perspectives of career planning and counseling. Emphasizes career development theories, information system approaches, and career counseling processes.

**EDCO 6379 Appraisal Techniques (3)**

Provides an overview of test development, construction, and standardization, with an applied emphasis on interpretation of formal and informal measures of aptitude, achievement, interest and personality, and behavior measures.

**EDCO 6380 Group Process in Counseling (3)**

Didactic and experiential introduction to the dynamics and theory of group processes and techniques as applied to counseling and psychotherapy in groups.

**EDCO 6381 Micro-Counseling (3)**

Presentation, demonstration and recorded practice in basic counseling skills to prepare students to effectively conduct counseling sessions with clients. Prerequisite: EDCO 6377 (or equivalent) and permission of the instructor.

**EDCO 6382 Developmental Guidance Programs in the Schools (3)**

The organization and management of a developmental guidance program in the schools. Examines both the ASCA National Model for school counseling as well as the State of Texas Developmental Guidance Plan.

**EDCO 6383 Counseling Children and Adolescents (3)**

Theories and techniques appropriate to the counselor's work with children and adolescents and to counseling and consultation with their families and teachers.

**EDCO 6384 Counseling: Theory/Practice (3)**

A survey of major counseling theories and techniques.

**EDCO 6385 Advanced Counseling Techniques (3)**

Theory and techniques of various orientations from brief to alternative therapeutic models. Prerequisite: EDCO 6381 and permission of the instructor.

**EDCO 6387 Family Education and Counseling (3)**

Theories and techniques for delivery of educational and counseling services to parents and families in both school and community settings. Required of both LPC and School Counseling students.

**EDCO 6392 Practicum: Counseling (3 - 6)**

Supervised practice in counseling in either a school or community setting. Student completes a total of 150 unpaid hours each semester. Students are expected to meet regularly with their university supervisor to ensure continued growth throughout their practicum experience. May be repeated for a total of six semester hours. Prerequisite: Permission of the instructor.

**EDCO 6393 Internship: Counseling (3)**

Supervised practice in counseling in either a school or community setting. Student completes a total of 300 paid hours each semester. Students are expected to meet regularly with their university supervisor to ensure continued growth throughout their internship experience. Prerequisite: Permission of the instructor.

**EDCO 6395 Seminar (3)**

Topics of interest and importance in the counseling field are explored, and preparation for certificate/licensure exam is emphasized.

**EDEC 6310 Teaching Math and Science to Young Children (3)**

This course focuses on the content and pedagogy of teaching math and science to children ages 2-8.

**EDEC 6311 Program Development in Early Childhood Education (3)**

This course focuses on the design, implementation, and assessment of developmentally appropriate programs for children ages birth through 8.

**EDEC 6312 Development of the Whole Child (3)**

This course explores how children; ages birth through 8, develop socially, emotionally, physically, and cognitively.

**EDEC 6314 Parent Involvement in Early Childhood Education (3)**

This course focuses on the development of parent-teacher partnerships which can facilitate children's development at home and at school.

**EDEC 6315 Young Exceptional Learners (3)**

This course focuses on the identification and inclusion of young children with exceptional needs into early childhood environments.

**EDEC 6316 Early Literacy (3)**

This course focuses on the development of literacy in young children including strategies that can minimize the development of reading difficulties and interventions that can remediate existing reading problems.

**EDEC 6389 Selected Topics (3)****EDEC 6395 Seminar (3)**

During this capstone experience, the student will meet periodically with a faculty member, usually the committee chair, to discuss current research and issues in Early Childhood Education. Student will read an empirical article, position paper, policy report, or other scholarly literature and write a reaction paper in preparation for each discussion. Successful students will demonstrate a thorough understanding of theory, research, practice and policy.

**EDEC 6397 Research in Education (3)**

In this capstone experience, each of three committee members provides a question on theory, research, practice and/or policy in Early Childhood Education. The student responds with three scholarly papers based on a review of current research and literature in the field.

**EDEC 6398 Master's Study (3)**

This capstone research project is designed and executed by the student with the guidance of faculty and results in a high quality research paper. Preparation for this project should begin at least one or two semesters before the student's final semester.

**EDLD 6360 School Finance (3)**

Application of principles of public education fiscal policy including: budgeting, state or federal program allocations, grant writing, resources, staffing, etc.

**EDLD 6361 School Law (3)**

Effects of Federal and Texas law on processes of public school education and its relationship to school administrators. (Code of Ethics & Federal Programs)

**EDLD 6363 Administration of Special Programs (3)**

The purpose of this course is to introduce students to the theory and practice of special programs provided in the schools, i.e., special education, reading, career education, vocational-technical education, bilingual education, library and instructional technology, plus IDEA, Section 504, Federal title program funding, school to work, etc. EDLD 6363

*Administration of Special Programs has been identified as a course by The UTPB School of Education as one in which teaching and learning strategies adopted by AVID will be implemented.*

**EDLD 6365 School Public Relations (3)**

An analysis of school public relations from a perspective of communication and collaboration with all community constituents and responding to diverse interests and needs to promote student success.

**EDLD 6367 Theories of Educational Leadership (3)**

An analysis of school leadership theories, standards, and applications for practice in campus or district improvement processes.

**EDLD 6368 Principalship (3)**

Administrative processes and functions of the elementary and secondary school principal in the context of school district organization and administration.

**EDLD 6369 School Human Resources Management (3)**

Personnel management theory and research. Emphasizes skills in recruitment, selection, assignment, staff development, supervision and evaluation.

**EDLD 6370 Instructional Leadership Development (ILD) (3)**

Systemic design and analysis of strategies for instructional leadership and supervision of teacher performance with an emphasis on clinical approaches.

**EDLD 6393 Practicum: Leadership (3)**

Supervised practicum in administration in a school setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their internship experience. Prerequisite: Permission of the instructor.

**EDLD 6395 Seminar: Applied Research in Educational Leadership (3)**

The graduate student will work with a faculty member on the development, implementation, and evaluation of an applied research project in educational leadership. (EDUC 6305 Research Design in Education is a prerequisite for this course).

**EDLD 6462 District School Finance (4)**

Principles, trends and practices in financing public education, including sources of school revenue, taxation and fiscal policies specifically addressing the superintendency (Field-based experience required).

**EDLD 6464 Educational Change and Design of Facilities (4)**

Planning a building program: educational plan, determining objectives, specifications, selecting the architect, evaluating plant, school standards and equipment (Field-based experience required).

**EDLD 6473 Superintendency & the School Board (4)**

Selected contemporary problems in school administration in terms of basic philosophical concepts which are important to the Superintendency (Field-based experience required).

**EDLD 6475 Education and Sociocultural Change (4)**

Contemporary, social issues and their relationship to instruction and policy formation including professionalization, cultural diversity and pressure group influences and processes (Field-based experience required).

## **University of Texas at San Antonio - Cooperative Ed.D. Courses**

**EDU 7003 Survey of Research Methods (3)** Prerequisite: Consent of instructor.

A survey of research methodology including fundamental concepts employed in quantitative and qualitative research in education. May include computer applications for research.

**EDU 7043 Educational Research Statistics: Descriptive & Comparative (3)** Prerequisite: Consent of instructor.

Review of descriptive statistics, study of comparative statistics including t-tests and ANOVA, reporting and

plotting functions, and Chi-square applications. (Formerly EDU 7113. Credit cannot be earned for both EDU 7043 and EDU 7113.)

**EDU 7063 Inferential Statistics (3)** Prerequisite: EDU 7043 or equivalent.

The logic of inference in research with special emphasis on statistical techniques and the appropriate types of inference related to each. Computer programs will be used to analyze simulated data. (Formerly EDU 7053. Credit cannot be earned for both EDU 7063 and EDU 7053.)

**EDU 7103 Qualitative Research Traditions (3)** Prerequisite: Consent of instructor.

Exploration of major research paradigms and qualitative research traditions. Includes the study of qualitative research designs with comprehensive exercises for the student in stating the research problem, reviewing the relevant research literature, specifying appropriate methods and procedures, and identifying analytic procedures. Students are required to produce an original qualitative research design as a major component of the course.

**EDU 7123 Advanced Qualitative Data Analysis (3)** Prerequisite: EDU 7103 or equivalent.

Advanced study of qualitative research methods in a laboratory mode that emphasizes the applied and computing aspects of qualitative research design, data analysis, and presentation of findings. The goal is to enable students to use computers effectively in the analysis of qualitative (text) data, and to enhance their understanding of interpretive research methods and designs. Lectures, demonstrations, discussions, hands-on work with software and data, and readings will be the main class activities. Students will be required to complete a pilot research project.

**EDU 7213 Educational Reform (3)** Prerequisite: Consent of instructor.

Examination of the historical and philosophical roots of school reform during the last 100 years. The course will focus on different perspectives on analysis and evaluation of school reform efforts for culturally diverse populations.

**EDU 7223 Learning in a Culturally & Linguistically Diverse Society (3)** Prerequisite: Consent of instructor.

Examination of cultural and linguistic diversity from a variety of theoretical perspectives. Emphasis on historical, sociological, and sociopolitical principles and their application to teaching, learning and leadership in culturally and linguistically diverse educational settings.

**EDU 7403 Education, Cultural Differences, & Acculturation (3)**

Advanced level consideration of the impact of cultural differences upon the education process. Interactions of schooling and social life with the process of acculturation. Study of procedures and techniques for identifying and ameliorating educational problems related to cultural differences.

**EDL 7103 Administration of Urban/Multicultural Institutions (3)**

Provides practicing and potential urban educational leaders with knowledge of contemporary conditions and positive models for effective educational administrative designs, including alternative educational delivery systems.

**EDL 7343 Politics of Educational Change (3)**

Examination of the political structure and processes through which many of the major issues in education are treated, analysis of the power structure and its influence on educational policymaking, exploration of the evolving roles of state and federal agencies, the courts, private organizations, and interest groups in shaping the policymaking process in education. (Formerly EDL 6333. Credit cannot be earned for both EDL 7343 and EDL 6333.)

**EDL 7563 Research in Leadership Laboratory: Change Theory, Innovation and Application (3)** Prerequisite: EDU 7133 or consent of instructor.

Inquiry into the research of leadership and organizational change processes in field-based settings. Examination of cases involving organizational and leadership change agents.

**EDL 7893 Doctoral Research (3)** Prerequisite: Admission to candidacy for the Doctoral degree. May be repeated for credit, but not more than 6 hours may be applied to the Doctoral degree.

**LDR 7003 Proseminar in Educational Leadership (3)**

This course is intended to acclimate and provide first-year doctoral students with an opportunity to explore the main theories and areas of research in educational leadership. Readings include seminal work in organizational theory, educational administration, and related areas. Students will become familiar with areas of research of doctoral program faculty and will learn prerequisite material to successful doctoral work such as APA writing style, how to conduct literature reviews, and insights into the dissertation process.

**LDR 7133 Majority-Minority Settings: Creating a Community of Learners (3)** Prerequisite: Consent of instructor. This course focuses on organizational relationships and the tension between power and equality. A model of leadership in which organizational members are given shared visions to accomplish goals is presented.

**LDR 7153 Reflective Leadership: The Personal Dimension (3)**

An in-depth study of the character and nature of leadership, including an examination of social ethics, educational policy issues, and the link of theory and practice. Students are required to clarify, critique, and develop personal perspectives on the public responsibility of leaders.

**LDR 7303 Organizational Theory (3)**

The purpose of this course is to advance student understanding of organizations by exploring a variety of theoretical frameworks and applying these perspectives to aspects of public and private institutions. Each framework draws attention to significant aspects of the organizing process and provides a distinctive means of understanding and managing organizational situations.

**LDR 7343 Principles of Ethical Leadership (3)** Prerequisites: LDR 7133, LDR 7153, and LDR 7183.

This course will expose doctoral students to multiple frameworks involved with ethical dilemmas. Using theoretical principles of ethics in the context of democratic values, students will examine and interpret educational policies from an ethical leadership perspective. Analysis of complex policy cases that raise ethical issues will be investigated.

**LDR 7991-6 Dissertation**

1 to 6 hours credit. Prerequisites: Admission to candidacy for the Doctoral degree and consent of student's Graduate Advisor of Record.

May be repeated for credit, but not more than 9 hours may be applied toward the Ed.D. degree requirements. Credit will be awarded upon completion of the dissertation.

**EDRD 6305 Research Design in Reading Education (3)**

This course is designed to introduce students to the process of conducting research in the field of reading education. Students will select and evaluate findings within their field and learn how to design their own research studies.

**EDRD 6317 Materials, Methods and Media in Reading (3)**

Students examine concepts of learning as a social process to construct meaning in oral and written language. By combining theory and practice, students implement current reading/literacy strategies and investigate assessment methods in an integrated approach to using materials, methods, and media in the classroom. A tutorial component is included. FALL

**EDRD 6318 Analysis and Selection of Literature (3)**

This course emphasizes literature-based reading instruction focusing on the selection of literature which enhances interdisciplinary instruction. Spring

**EDRD 6319 Content Area Literacy (3)**

This course offers participants the opportunity to identify and discuss important problems, trends, and issues related to content area literacy in the diverse classroom. Students explore content area literacy, methodology, study the reading and writing process, become familiar with available resources in content area literacy, and discover the connection between learning and teaching content area literacy. There is a field tutorial component. Fall

**EDRD 6320 Vocabulary and Spelling Practicum (3)**

Graduate students apply their knowledge of vocabulary and spelling knowledge by assessing a student's spelling and vocabulary needs. Through interventions and gathered data, students growth is assessed and compiled into a final analysis in a practicum approach. Graduate students also study how reading, spelling, and vocabulary interrelate and then construct a literacy project to share with area schools. Spring

**EDRD 6321 Reading Diagnosis Practicum (3)**

This course focuses on identifying reading and literacy needs of struggling readers. Graduate students diagnose, evaluate, and remediate students by analyzing collected data. Students administer and score formal and informal reading tests, apply knowledge of rubrics for spelling and writing. Intervention strategies and tutorials are included in this practicum approach coursework as well as ongoing assessments. Fall

**EDRD 6322 Problems in Literacy (3)**

This course offers in-depth analysis and synthesis of contemporary research in problems, trends, and issues in literacy education including representation in literature. Students participate in written responses and oral discussions to demonstrate understanding. Class is conducted in a seminar style. Spring

**EDRD 6323 Advanced Problems in Reading (3)**

Students explore psychological, cognitive and methodological issues in reading currently discussed and researched in scholarly journals, professional books and TEA publications. Topics may include phonemic awareness, phonics, comprehensive literacy, adult literacy, and intervention strategies to build comprehension in struggling readers. A tutorial component is included in the course. Prerequisite: EDRD 6317, 6318, 6319 or permission of instructor. Fall

**EDRD 6333 Clinical & Remedial Reading Practicum (3)**

This is the third course in a continuum of courses on assessment and intervention for school age children and adults who struggle in the areas of literacy. Individual assessment and tutoring of a student will be directed by the instructor in a practicum setting. Prerequisite: EDRD 6318, 6319, 6320 or permission of the instructor. Spring

**EDRD 6392 Practicum: Reading (3)**

This course offers supervised practical application of previously studied reading theory. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: EDRD 6317, EDRD 6319 and EDRD 6320, and EDRD 6323 or by permission of instructor. Spring or as needed.

**EDRD 6397 Research in Education (3)**

Graduate students research three questions given to them by their committee. Each question reflects a current issue in reading and requires an in-depth investigation of scholarly researched articles and professional books relating to the assigned topics. This course is available on a limited basis in place of Master's Study (EDRD 6398) or Thesis (EDRD 6399).

**EDRD 6398 Master's Study (3)**

This course is a directed research project which will serve as a culminating experience for the Mater in Education: Reading students. Students may elect this option instead of Research in Education (EDRD 6397) or Thesis (EDRD 6399).

**EDRD 6399 Thesis (3)**

This research option serves as a culminating experience for the Master in Education: Reading student. Students may elect the thesis instead of Research in Education (EDRD 6397) or Master's Study (EDRD 6398).



**EDSP 6340 Current Trends in Programs and Services (3)**

Issues regarding general and special education are the focus for this course with an emphasis on programming trends for exceptional students.

**EDSP 6341 Behavior Management and Social Skills (3)**

This course will cover strategies for behavior management, functional behavioral assessment, positive behavioral supports and social skills training for exceptional learners.

**EDSP 6343 Programs and Practices for Exceptional Learners (3)**

This introductory course will examine the unique needs of students with cognitive and behavioral needs. Typical characteristics, identification, referral procedures and effective educational practices will be examined.

**EDSP 6344 Methods for Teaching Exceptional Learner (3)**

Learning strategies and methods for delivery of instruction for students with cognitive and/ or emotional problems will be examined. Emphasis will be on developing strategic environments, curriculum, and models for inclusive settings.

**EDSP 6345 Transition Programming for Exceptional Learners (3)**

Models for transition to the community, work and post secondary setting will be explored. Students will spend a portion of class time as school and community sites.

**EDSP 6346 Foundation and Legal Aspects of Special Education (3)**

Legislation and litigation which form the foundations and present basis for special education practices will be presented and investigated.

**EDSP 6347 Characteristics of ASD and Developmental Disorders (3)**

This course focuses on the typical characteristics associated with autism spectrum disorders (ASD) and other developmental disorders, identification procedures used, and the development of appropriate intervention programs.

**EDSP 6348 Curriculum and Instruction for Young Exceptional Children (3)**

This course will familiarize students with research-based program models and curricula that are appropriate for early childhood special education.

**EDSP 6386 Learning Theory & Assessment (3)**

This course will examine learning theory, learning styles and assessment techniques. Students will administer and interpret the results of achievement tests in basic skill areas. Prerequisite: Permission of the instructor.

**EDSP 6392 Practicum: Diagnostician (3)**

Supervised practice as a diagnostician in a school setting. Students are expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

**EDSP 6394 Cognitive Assessment (3)**

This course will examine the use of individual intelligence tests in the evaluation and educational planning for children, youth, and adults.

**EDSP 6395 Seminar: Professional Practice (3)**

This course is an in depth exploration of topics related to diagnostic testing such as the use of authentic assessment and cross-battery assessment in today's schools.

**EDSP 6397 Research in Special Education**

A culminating project for the Master of Arts in Education: Special Education, which involves researching a question related to the field of special education.

**EDSP 6398 Master's Study**

A culminating project for the Master of Arts in Education: Special Education, which involves researching a question related to the field of special education.

**EDUC 6300 Instructional Methods and Processes (3)**

Students are guided to become reflective decision makers as they develop skill in planning, implementing, and assessing meaningful learning experiences for middle school and high school students. Strategies for establishing a positive learning environment are emphasized. Prerequisite: Admission to post-baccalaureate certification program or permission of instructor.

**EDUC 6301 Philosophy of Education (3)**

This course gives candidates the opportunity to examine various philosophical perspectives on teaching and learning in relation to school and society. Critical analysis through reflection and application is emphasized.

**EDUC 6302 Cultural Diversity in Education and the Social Sciences (3)**

This course gives candidates the opportunity to develop cultural diversity competence in order to face challenges in education and the social sciences. Research and reflection are emphasized.

**EDUC 6303 Human Growth and Development (3)**

This course explores human development from conception to death. Development is viewed as change in cognitive, socio-emotional, and physical processes and analyzed from the perspective of various theoretical frameworks. If taken to fulfill initial certification requirements, TExES pre-tests may be required. Fall

**EDUC 6304 Educational Psychology (3)**

Review of theories of behavior, learning and instruction, research on human ontological development, and consideration of applications of such theory and research to classroom practices, including issues related to their measurement and evaluation.

**EDUC 6305 Research Design in Education and the Social Sciences (3)**

This course is designed to acquaint students with how research is conducted in the fields of education and the social sciences. Students will select and evaluate research findings within their fields and learn how to design their own research studies. Spring

**EDUC 6329 Language Development and Acquisition (3)**

Theories of psycholinguistics and sociolinguistics applied to the acquisition of one or more languages in early childhood and school learning.

**EDUC 6330 Theories of Curriculum and Instruction (3)**

This on-line course encourages candidates to explore and to discuss theoretical and historical foundations of curriculum and instruction. Models of instruction are presented. An opportunity to design and to develop curriculum is included. Spring

**EDUC 6335 Innovations in Teaching Science and Mathematics (3)**

Examination and critical evaluation of innovative curricula and programs in light of current literature and research in the teaching and learning of science and mathematics. Emphasis on translating theory into practice in the classroom.

**EDUC 6336 Current Issues in Teaching Science and Mathematics (3)**

Current issues and trends in teaching science and mathematics will be identified and explored. Emphasis on the interface of theory and practice.

**EDUC 6342 Foundations in Gifted and Talented Education**

This is the introductory course in the education of gifted and talented students. It provides an overview of the current and historical issues in the field. The intellectual, social, emotional, developmental, and educational characteristics of gifted students are introduced and appropriate educational opportunities and programming are discussed.

**EDUC 6347 Methods of Teaching Gifted and Talented Students**

The purpose of this course is to apply the principles and knowledge of gifted and talented education to the classroom. Students learn to evaluate their current classroom practices and curriculum, the curricular materials of others, and to develop units of instruction appropriate for gifted and talented learners.

## **EDUC 6389 Selected Topics**

### **EDUC 6391 Contract Study**

#### **EDUC 6392 Practicum: Learning Disabilities (3)**

Students are placed in a classroom of learning disabled students for one full semester. Students are expected, by the end of the semester, to be teaching the class for the entire school day. Expectations include planning the instructional day, development of lesson plans, implementing lessons, and maintaining discipline using the "best" practices available. In addition, students are expected to participate in all activities and meetings and adhere to the same schedule as their cooperating teacher(s). Students are also expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

#### **EDUC 6392 Practicum: Mental Retardation (3)**

Students are placed in a classroom for one full semester with students who have mental handicaps. Students are expected, by the end of the semester, to be teaching the class for the entire school day. Expectations include instructional, social, vocational and leisure time planning, development of lesson plans, implementing lessons, and maintaining discipline using the "best" practices available. In addition, students are expected to participate in all activities and meetings and adhere to the same schedule as their cooperating teacher(s). Students are also expected to meet regularly with their University supervisor to ensure continued growth throughout their practicum experience. Prerequisite: Permission of the instructor.

#### **EDUC 6393 Internship: Diagnostician (3)**

Supervised internship as a diagnostician in a school setting. Prerequisite: Permission of the instructor.

#### **EDUC 6395 Seminar (1-3)**

Available only in disciplines in which the master's degree is offered.

#### **EDUC 6397 Research in Education (3)**

A directed topic study which will serve as a culminating experience for the Master of Arts in Education candidate. Program Chair approval is required. Candidates may elect this directed topic study instead of the seminar (EDUC 6395), directed research project (EDUC 6398), or thesis (EDUC 6399).

#### **EDUC 6398 Master's Study (3)**

A directed research project which will serve as a culminating experience for the Master in Education student. Students may elect this option instead of the directed topic study (EDUC 6397) or thesis (EDUC 6399).

#### **EDUC 6399 Thesis (3-6)**

A research option which will serve as a culminating experience for the Master of Arts in Education candidate. Candidates may elect the thesis instead of the directed topic study (EDUC 6397) or project (EDUC 6398).

# Master of Arts in English



**Master of Arts in English**  
**Graduate Program Head**  
Sophia Andrés, Ph.D.  
Professor  
University of Edinburgh  
Victorian Literature  
Kathryn Cosper Dunagan Professor in the Humanities  
Chair of the Dept of Literature and Languages  
Chancellor's Council Outstanding Teaching Award,  
Merris Stevens Piper Award,  
Presidents Outstanding Research Award.  
Her work has appeared in several journals and books including the following:  
ELI, Journal of Narrative Technique, Journal of Narrative Theory,  
Victorians Institute Journal, Victorian Newsletter, Clio, George Eliot—George Henry Lewes Studies,  
Journal of Pre-Raphaelite Studies.  
Her recent book, *The Pre-Raphaelite Art of the Victorian Novel: Narrative Challenges to Visual Gendered Boundaries* (2005), was published by Ohio State University Press and was awarded the 2006 South Central Modern Language Association Book Award.  
She is currently working on a book tentatively entitled "Poetry in Painting."

## Administrative Unit

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

## Objectives

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

## Admission Requirements

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

## Capstone Options

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

## Six Graduate Credits

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

## THESIS

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

## Scholarly Article

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

## Written Exam

The exam will cover three areas, to be agreed on by the examining committee and the candidate. These areas can be relatively narrow (e.g. the Victorian novel) or relatively broad (e.g. literature by American ethnic groups, colonial to 1900; rhetoric and composition); however, the exam must include both British and American literature, some post-1800 British or

post-1865 American literature, and some pre-1800 British or pre-1865 American literature. The exam will be written during a six-hour period, which can be divided as the examining committee and the candidate deem appropriate.

### **Project**

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

## **CORE REQUIREMENTS**

Requirements for the MA in English include the following:

The successful candidate for the MA in English will complete at least 36 credits and pass an oral exam. Students electing the Thesis option will take 30 credits of course work and six of thesis research; students electing the Written Exam option will take 30 credits of course work and six of Directed Reading; students electing the project will take 33 hours of course work and three of Directed Reading.

### **Course Work**

A minimum of 30 credits must be earned in course work at the 6300 level. A maximum of 6 credits of course work may be taken in a field other than literature with prior written approval of the student's committee. The student will work out the required degree plan in consultation with his/her advisor. The plan will reflect the following requirements:

a. **Rhetoric and Composition Requirement**

Students serving as Graduate Teaching Assistants in English are required to complete ENGL 6372, Rhetoric and Composition, either before being selected for this position or during the first semester of service. This requirement can be waived for students with extensive teaching experience or a similar course on the record.

b. **Breadth Requirement**

Each student shall complete a minimum of nine credits in British literature and nine credits in American literature.

### **Oral Examination**

The candidate for the MA degree in English must also perform successfully in an oral examination. The examiners will be members of the candidate's committee and a representative of the Graduate Faculty. For students writing a thesis, the examination will include, but not be limited to, a defense of the thesis or the article. For students doing a written exam, the oral exam will cover the exam areas. For students doing a project, the oral examination will include, but not be limited to, the Research Report.

### **Special Program Features: Graduate Teaching Assistantships**

Full-time M.A. students may assist as teaching assistants in lower level classes for two semesters. After completion of 18 graduate hours and ENGL 6372, they may be requested to teach their own ENGL 1301 or ENGL 1302.

### **Professional Certification Preparation**

Students who wish to obtain teacher certification should consult the School of Education. Those requirements are not part of the M. A. requirement in English.

## **Course Listings**

### **ENGL 6302 American Romanticism (3)**

The American and European roots, and philosophical, literary, and social tenets, of American Romanticism as reflected in the works of recognized romantics (Poe, the Transcendentalists, Melville) as well as of non-canonical figures.

### **ENGL 6303 American Realism (3)**

The American and European roots, and philosophical, literary, and social tenets, of American Realism as reflected in the works of recognized realists (Howells, Wharton) and naturalists (Dreiser), as well as of non-canonical figures.

### **ENGL 6304 American Literature, 1900-1945 (3)**

Development of fiction and poetry primarily between WWI and WWII, with emphasis on the Modernist Movement. Nonfiction may also be included.

### **ENGL 6305 American Literature, 1945 to the Present (3)**

The splintering of Modernism in the context of a large, cultural crisis, with emphasis on the diversity of response to this crisis rather than on individual figures.

### **ENGL 6310 American Nature Writing (3)**

This course explores the development of American Nature Writing from European contact to the present. The course also makes extensive use of literature from ecocriticism, a cross-disciplinary school of literary and environmental thought.

### **ENGL 6321 British Literature to 1660 (3)**

Chaucer, English Renaissance humanists, the Elizabethan Lyric, Spenser, Shakespeare, Jacobean and Caroline drama, classical Lyricists, the metaphysicals.

### **ENGL 6323 British Literature, 19<sup>th</sup> Century (3)**

Major Victorian and/or Romantic writers in their historical, cultural, and philosophical contexts.

### **ENGL 6324 British Literature, 1900 to the Present (3)**

Emphasis on fiction, drama, or poetry; major figures include Conrad, Woolf, Joyce, Shaw, Synge, Lawrence, Yeats, O'Casey, Auden. Nonfiction may also be included.

### **ENGL 6330 Literature and Mythology (3)**

This course explores the power of myths in shaping the human psyche and in developing cultural and sociopolitical perspectives. Simultaneously it emphasizes the importance of mythology to the understanding of literature, art and music.

### **ENGL 6332 Literature and Visual Arts (3)**

This course explores the nonverbal dimensions of literature, in particular its evocations of art and music, that extend verbal discourse and simultaneously articulate what the verbal discourse conceals and silences.

### **ENGL 6351 Topics in Fiction (3)**

Comparative studies in the novel.

### **ENGL 6352 Topics in Drama (3)**

Comparative studies in drama.

### **ENGL 6353 Topics in Poetry (3)**

Comparative studies in epic or lyric poetry.

### **ENGL 6354 Topics in Non-Fiction (3)**

A study of the production and reception of Non-Fiction texts including attention to writing process, critical interpretation, and cultural context.

### **ENGL 6357 Writing Center Theory and Practice (3)**

A study of the history, theory and practice of writing center tutoring and administration.

**ENGL 6359 Special Studies In Literature (3)**

Selected works of several authors organized according to historical era, genre or theme. Content varies.

**ENGL 6360 Topics in Film and Media (3)**

Studies in film and electronic media like television in relevant historical and critical contexts, including theories of interpretation. Topics could include Film and Theories of Post Humanity; Film, Television and Trauma Theory; Feminist Approaches to Film and Media; Film and Pedagogy--to name a few.

**ENGL 6369 Studies in a Major Author (3)**

Works of a major American or British author.

**ENGL 6372 Rhetoric and Composition (3)**

This course will cover current theory and practice in the teaching of writing. Focus will be: twofold. To study the history of contemporary composition and rhetorical theory in order to consider how competing and complementary methodologies have influenced the evolution of pedagogy in the writing classroom. To discuss the practical application of theory for improving as teachers and writers. Emphasis will be given to preparing reflective teachers of composition. This course is required for all students serving as Graduate Teaching Assistants in English.

**ENGL 6390 Directed Reading (3)**

A required reading list and faculty guidance are provided for students electing the project or comprehensive examination rather than the thesis.

**ENGL 6391 Contract Study (1-3)**

For students who are pursuing independent study or research (as described in the contract study format).

**ENGL 6399 Thesis or Article Research (6)**

Students electing the thesis or scholarly article option will work under the supervision of a major advisor. A maximum of six credits of ENGL 6399 may be counted toward the MA.

# Master of Science in Geology



## Master of Science in Geology Graduate Program Head

Emilio Mutis, Ph.D.  
Professor  
University of Texas at Austin  
35 years with The University of Texas of the Permian Basin.  
Has been mapping the Geology of the Llano Region, Texas  
(Mason County in particular), since 1968.  
He is a field geologist with strong background in metamorphic  
and igneous rocks as well as ore deposits.

## Administrative Unit

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

## Objectives

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

## Admission Requirements

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

## Options

The program leading to a Master of Science degree in Geology requires a minimum of 30 semester credit hours, of which 24 semester credit hours must be of course work in geology and supporting or ancillary fields. The curriculum of courses selected by each student, in consultation with the graduate faculty, will be chosen to enable them to develop their professional interests and achieve their career goals. Within two semesters the student should select an advisor, who together with the student will choose a graduate committee in accordance with the regulations of the Graduate Studies Office. The student should also decide, with the approval of the graduate committee, the option for the additional 6 semester credit hours in order to complete the required 30 semester credit hours.

The **Thesis Option** requires 6 semester credit hours of original research resulting in a thesis. The completed thesis must be acceptable to the candidate's graduate committee and written in the style outlines in the U.S. Geological Survey's **Suggestion to Author's**, 7<sup>th</sup> edition. The thesis must also conform to rules established in the Graduate Studies Office at The University of Texas of the Permian Basin. After final approval of the thesis by the graduate committee, the student must present a seminar on the thesis and defend its conclusions orally to the general faculty and representatives of the Graduate Studies Office. Copies of the approval thesis must be submitted to the Graduate Studies Office before the degree is conferred.

The **Non-Thesis Option** requires 6 semester credit hours as follows: 3 semester credit hours of research, GEOL 6691 Contract Study, and a comprehensive examination equivalent to 3 semester credit hours, GEOL 6691 Contract Study. The first 3 hours of Contract Study are devoted to producing a short research paper that should be a contribution to scholarship. The research paper must be submitted in writing and approved by the graduate committee. The other 3 hours of Contract Study are devoted to a preparation for a comprehensive examination in at least three areas in Geology; these three areas must be approved in advance by the graduate committee. The examination will be both written and oral and can be divided as the examining committee and the candidate deem appropriate. The 6 semester credit hours of Contract Study cannot be taken until the 24 semester credit hours of course work in geology and supporting ancillary fields are completed. Final approval of the 6 Contract Study hours will be reported to the Graduate Studies Office by the committee recommending the conferring of the degree.

## Special Program Features

All courses have the following prerequisites: 1) graduate standing, and 2) permission of the instructor.



## **Course Listings**

### **GEOL 6305 Advanced Structural Geology and Tectonics (3)**

Concepts and principles of structural geology and tectonics, with emphasis on physical factors responsible for the deformation of the earth's crust, and the results of the deformation through geologic time.

### **GEOL 6307 Carbonate Petrology, Petrography, and Diagenesis (3)**

Study of the origins, grain types, textures, and diagenesis of recent and ancient carbonate sediments and rocks.

### **GEOL 6308 Carbonate Depositional Systems and Sequence Stratigraphy (3)**

Study the marginal-marine, shallow- and deep-marine carbonate depositional environments and their sequence stratigraphic expression.

### **GEOL 6311 Clastic Petrology, Petrography, and Diagenesis (3)**

Study of the origins, grain types, textures, and diagenesis of recent and ancient clastic, volcanoclastic, and biogenic sediments and rocks.

### **GEOL 6312 Clastic Depositional Systems and Sequence Stratigraphy (3)**

Study of terrestrial, marginal-marine, shallow- and deep-marine clastic depositional environments and their sequence stratigraphic expression.

### **GEOL 6314 Micropaleontology (3)**

Micropaleontology is the study of microscopic fossils, especially of plants, animals, and protists. This course is an introductory survey of the major groups of microfossils, including calcareous, siliceous, phosphatic, and organic-walled types.

### **GEOL 6335 Arid-Lands Hydrology (3)**

Study of hydrologic systems in arid and semi-arid environments.

### **GEOL 6344 Advanced Ore Deposits (3)**

Detailed study of the geochemical controls, petrography, and field relationships of selected types of ore deposits.

### **GEOL 6347 Subsurface Methods (3)**

Systematic and accurate acquisition, evaluation, and interpretation of subsurface data as applied in the search for oil and mineral deposits.

### **GEOL 6348 Petroleum Geology (3)**

Advanced studies in petroleum exploration. Porosity and permeability as related to lithology and hydrodynamics of fluid flow. Stratigraphic and structural traps; regional trends and basin analysis; the origin of oil; log interpretation; and geophysical exploration.

### **GEOL 6355 Thermodynamics of Geologic Processes (3)**

Thermodynamics applied to problems of igneous, sedimentary, and metamorphic petrology.

### **GEOL 6357 Volcanology (3)**

A study of the origins and eruptions of volcanoes, including surface and subsurface processes, undersea vents and potential application for thermal energy production.

### **GEOL 6358 Advanced Geochemistry (3)**

Advanced studies of the geochemistry of igneous, sedimentary, and metamorphic rocks, as well as the distribution of trace elements in diverse environments.

### **GEOL 6389 Selected Topics (3)**

Graduate courses which will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog.

**GEOL 6691 Contract Study (6)**

Meets the research requirements for the non-thesis option.

**GEOL 6699 Master's Thesis (6)**

Meets the research requirements for the thesis option in master's degree programs.

# Master of Arts in History



## Master of Arts in History

### Graduate Program Head

Ana Luisa Martinez-Catsam, Ph.D.

Assistant Professor

Texas Tech University

Research: U.S. History with an emphasis on Mexican-American/Chicano History and Texas History

## Administrative Unit

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

## Objectives

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

## Admission Requirements

In addition to the application materials requested by the Graduate Studies Office, the Department requires that a writing sample accompany each application. Applicants may submit an undergraduate paper or a 500-word essay expressing what she or he wishes to accomplish in the program.

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

## Options

Students may specialize in either United States or World history. They may choose between the thesis option and the non-thesis option.

## Core Requirements

Candidates for the Master of Arts degree in History must complete 36 credits of graduate work, of which no more than one course may be at the 4000-level. Included in these 36 hours is at least three but no more than six units of History 6300 (The Historian's Craft). The student may repeat 6300 if the regional emphasis in the second offering differs from the first offering. For example, if one took 6300 with an emphasis on American history, one may take 6300 again if the second course emphasizes Latin American or World history.

Students who elect to write a thesis in United States history will complete:

1. 21 credit hours in United States history.
2. At least nine credits in non-US history from more than one subject area.
3. Six hours upon acceptance of a thesis.

Students who elect the non-thesis option in United States history will complete:

1. 21 credit hours in United States history.
2. At least nine credits in non-US history from more than one subject area.
3. A maximum of six credits in history or a related field.

Students who elect the thesis option in World history will complete:

1. At least 15 credit hours in World history.
2. At least 15 additional hours in the United States history.
3. Six hours upon acceptance of a thesis; a foreign language may be recommended.

Students who elect the non-thesis option in World history will complete:

1. At least 15 credit hours in World history.
2. At least 15 additional hours in United States history.
3. A maximum of six credits in History or related field; a foreign language may be recommended.

MA degree candidates who select the non-thesis option must pass an oral and a written examination. MA degree candidates who elect to write a thesis must pass an oral defense of their thesis. There is no general foreign language requirement for the

master's degree in history. However, when mastery of a language is requisite to purposeful study, the demonstration of language skills may be required. For example, candidates writing a thesis on a topic in Latin American history must demonstrate the ability to comprehend written Spanish with reasonable accuracy.

### **Special Program Features**

Within the requirements for the Master of Arts degree in History, considerable individualization of programs is possible. The particular strengths of the curriculum are in Early American History to 1900, Twentieth Century America, Mexican History, European History, and African History.

### **Professional Certification Preparation**

Students who desire teacher certification should consult the School of Education for requirements.

### **Course Listings**

#### **HIST 6300 The Historian's Craft (3)**

Introduction to historical theory and historical methods. May be repeated once, if regional emphasis differs in the second course from the student's first course.

#### **HIST 6301 Industrial Revolutions (3)**

Comparative study of processes of industrialization in North America, western Europe, Russia/USSR, and east Asia. Topics for discussion include the role of the state, development of new social structures and industrial cultures, and possible preconditions for industrialization.

#### **HIST 6302 Democratization (3)**

Trans-national comparison of processes of democratization and political modernization. Topics will include forms of democratic states, as well as why some states develop fascist, authoritarian or Communist structures.

#### **HIST 6303 Nationalism (3)**

Comparative study of the social, cultural, and political processes in the formation of nation-states and or national identities.

#### **HIST 6306 Africa (3)**

Issues in African history. May be repeated.

#### **HIST 6311 Modern Mexico (3)**

Historical literature relating to major developments and problems of modern Mexico.

#### **HIST 6312 Mexican Revolution (3)**

A study of the causes and ramifications of the most significant events in 20th century Mexican history.

#### **HIST 6313 Religion & Revolution in Latin America (3)**

Through readings and individual research this course analyzes the unique connection between religion and revolution in Latin America between approximately 1800 to the present.

#### **HIST 6319 Studies in Latin American History (3)**

Historical literature relating to major developments and problems of Latin America, including modern Mexico, modern South America and colonial Latin America. May be repeated.

#### **HIST 6335 Modern Germany**

Selected topics in modern German history, emphasizing social, political, and economic changes. Course typically will cover either Germany 1871-1933 (Imperial Germany and Weimar) or 1945-present (Federal Republic and GDR). May be repeated.

#### **HIST 6336 Third Reich and Holocaust (3)**

Historical literature and issues related to Nazi Germany and the Holocaust.

#### **HIST 6338 Research in World History (3)**

Methodology and tools for historical research and directed research on special topics in non-United States history. May be repeated.

**HIST 6339 Studies in World History (3)**

Reading, research and discussion on selected topics. May be repeated.

**HIST 6344 Civil War (3)**

Historical literature relating to major developments and problems in some aspects of the American Civil War.

**HIST 6345 Reconstruction (3)**

Historical literature relating to major developments and problems in some aspects of Reconstruction period.

**HIST 6347 Topics in 20<sup>th</sup> Century America (3)**

Examination of historical literature on special topics covering major developments and problems in recent United States history. May be repeated.

**HIST 6350 Topics in Texas (3)**

Examination of historical literature on special topics covering major developments and problems in Texas history. May be repeated.

**HIST 6354 Chicano/a History (3)**

Historical literature on Chicano/a history from Spanish influence to the present. Themes for the course will include political activism, economic changes and labor, race relations, and gender issues.

**HIST 6355 American South (3)**

Historical literature relating to major developments and problems in some aspects of the American South. May be repeated.

**HIST 6366 Civil Rights Movement (3)**

An examination of issues of racial justice in the 20<sup>th</sup> century, with emphasis on post – 1945. Topics will include the expansion of the movement from Black civil rights to include other minorities and women.

**HIST 6367 Race in America and South Africa (3)**

Comparative study of race relations in the United States and South Africa.

**HIST 6370 American Petroleum Industry (3)**

Readings and research in the history of the American petroleum industry.

**HIST 6376 American Women's History (3)**

Historical literature relating to the history of American women from the colonial period to the present.

**HIST 6378 Research In American History (3)**

Methodology and tools for historical research and directed research on special topics in American history. May be repeated.

**HIST 6379 Studies in American History (3)**

Reading, research and discussion on selected topics in American history. May be repeated.

**HIST 6391 Contract Study (1-3)**

For students who are pursuing independent study or research (as described in the contract study format).

**HIST 6399 Master's Thesis (3 or 6)**

Meets the research requirements for the thesis option in master's degree programs.

# Master of Science in Kinesiology



## Master of Science in Kinesiology

### Graduate Program Head

James Eldridge, Ed.D.  
Associate Professor  
University of Houston

Research interests include: Developing novel models for diabetes research, understanding the effects and functions of maximal oxygen consumption, tobacco use, and job task in predicting the probability of workplace injuries; The Function of Strength and Aerobic Capacity as Determinants of Injury Risk in Firefighters; The Function of Aerobic Exercise as a Means to Decrease Atherosclerotic Risk in Type 2 Diabetics; The Reliability and Validity of Body Composition Measures in Special Populations; The Function of Strength and Lumbar Decompression Therapy as a Means to Decrease Low Back Pain; and finally The Relationship of Strength and Aerobic Training to the Probability of Falls and Injuries in the Elderly Population.

## Administrative Unit

The Office of Graduate Studies and Research administers this program through the Kinesiology faculty in the Department of Kinesiology, College of Arts and Sciences.

## Degree Program

The Master of Science in Kinesiology program is an online Masters program designed to extend students' understanding of the concepts, research, and theories related to the science of human movement - kinesiology. Additionally, the program design recognizes students' desire to use such information to improve their professional competencies as physical educators, coaches, athletes, sport administrators, fitness program directors, and in other professions that are grounded in the discipline of kinesiology.

Graduate students have an opportunity to focus on one of three interest areas within the discipline of Kinesiology:

1. Exercise science
2. Psychology of exercise and sport
3. Teaching, coaching, and administration.

Working with their faculty advisors, students are encouraged to design programs that meet their professional needs, goals, and interests.

As a partner in a University of Texas System collaborative program, U.T. Permian Basin offers most graduate courses over the Internet. It is possible to complete the entire Master of Science in Kinesiology online – through Web-based courses. With a couple of exceptions, graduate Kinesiology courses are no longer offered on the UT Permian Basin campus.

## Program Objectives

Regardless of students' area of interest and/or the course delivery mode, the following objectives should be met through the successful completion of the Master of Science in Kinesiology:

1. Demonstrate an understanding of the theoretical bases of Kinesiology through oral and written expression.
2. Discuss and describe the research literature related to the student's chosen interest area.
3. Apply theoretical concepts from the research literature to the student's chosen profession.
4. Design, implement, and complete a research or professional project.
5. Develop a manuscript describing the results of a research or professional project suitable for submission to a professional journal.

## Admission Requirements

Students seeking admission to the Kinesiology graduate degree program must meet all admission requirements specified by the Office of Graduate Studies (see page 20). Typically, students desiring to pursue the Master of Science in Kinesiology would possess a bachelor's degree with a major or minor in Physical Education, Kinesiology, or a related area. Individuals who do not hold such a degree may be required to complete leveling courses prior to enrolling in certain Kinesiology graduate courses. Typically, such students are required to take an undergraduate anatomy and physiology course prior to taking the exercise science courses. Determination of these leveling requirements will be made on an individual basis by the Graduate Acceptance Committee comprised of the Kinesiology Graduate Faculty and will be specified in the student's acceptance letter.

## **Degree Requirements**

The Master of Science in Kinesiology degree requires (a) the completion of twelve credit hours of core course requirements (four courses), (b) nine credit hours in an interest area (three courses), (c) elective hours, and (d) a final project or thesis. The total number of hours for the degree is thirty-six (36).

**Core Course Requirements.** All students pursuing the Master of Science in Kinesiology are required to complete the following core of 12 semester credit hours:

KINE 6310	Statistics	3
KINE 6312	Research Methods	3
KINE 6360	Advanced Exercise Physiology	3
KINE 6320	Advanced Sport Psychology	
or KINE 6323	Advanced Psychology of Exercise	3

**Interest Areas.** In addition, a student will select one of the following three areas of interest and take at least nine semester hours of course work from that area. Additional course work may be drawn from any area.

### **I. Exercise Science**

KINE 6360	Advanced Exercise Physiology	3
KINE 6361	Exercise Physiology Laboratory	
	Methods-Procedures	3
KINE 6362	Training and Conditioning Methods	3
KINE 6363	Methods and Procedures for Coronary Heart	
	Disease Risk Detection and Reduction	3
KINE 6364	Heat Stress and Exercise	3
KINE 6370	Applied Biomechanics	3
KINO 6348	US Health System	3
KINO 6380	Nutrition, Health and Disease	3
KINO 6382	Sports Nutrition	3

### **II. Psychology of Exercise and Sport**

KINE 6320	Advanced Sport Psychology	3
KINE 6322	Applied Sports Psychology	3
KINE 6323	Advanced Psychology of Exercise	3
KINE 6340	Sports and Society	3
KINO 6326	Motor Learning and Control	3

### **III. Teaching, Coaching, and Administration**

KINE 6380	Analysis of Teaching and	
	Coaching Behavior	3
KINE 6381	Curricular Innovations	3
KINE 6382	Administration of Physical	
	Education and Athletics	3
KINO 6326	Motor Learning and Control	3
KINO 6346	Contemporary Issues in Physical	
	Education and Sports	3
KINO 6342	Ethics in Health and Kinesiology	3
KINO 6340	History and Philosophy	3
KINE 6356	Issues of Women and Sports	3
KINO 6354	Early Childhood Physical Activity	3
KINE 6322	Applied Sports Psychology	3
KINE 6370	Applied Biomechanics	3

**Elective Hours.** Any of the graduate courses offered by the U.T. Permian Basin Kinesiology faculty or by the UT System Collaborative Program as part of a collaborative online Master's degree in Kinesiology may be used for elective hours. Although students may not include leveling course work in their graduate degree program, they may include a maximum of six semester credit hours of 4300-level courses with permission of their advisor.

**Thesis and Non-Thesis Options.** In addition to the various interest area choices, students may select either a thesis option or a non-thesis (project) option. Although there are differences between the two options, either option provides the student with an opportunity to work with a graduate faculty advisor to develop a proposal that describes what the student intends to do. The proposal is presented to and approved by the student's Graduate Committee, and, once completed, defended by the student in an oral presentation.

I. **Thesis Option.** Students who select the thesis option will complete a minimum of 30 semester credit hours of course work plus a six-semester credit hour thesis. The master's thesis consists of research in the application of principles and theories of human movement to some problem of interest. The research is usually a laboratory or field experiment requiring the testing of hypotheses and the collection and analysis of data.

II. **Non-Thesis Option.** Students who select the non-thesis option will complete a minimum of 33 semester credit hours of course work plus a three-semester credit hour research project. Projects can take many forms. While they may involve hypothesis testing and the collection and analysis of data, master's projects are more likely to take the form of exploratory, field studies, secondary data analysis, and survey research. Acceptable projects also include such activities as the construction of physical education curriculum, the development of online instructional materials, and the design of employee wellness programs.

Both thesis and non-thesis options require completion of the core course requirements and at least nine semester credit hours in one of the three emphasis areas.

### **Course Listings**

The following courses are available to all Kinesiology graduate students. Most are taught online. Those courses taught on campus periodically are identified as "available on campus only." For the complete schedule of courses offered during a given academic year, contact the Kinesiology Graduate Program Coordinator or visit the Kinesiology Program's Homepage at <http://cas.utpb.edu/academic-departments/kinesiology-department/>

#### **KINE 6310 Statistics (3)**

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. Prerequisite: one year of college level mathematics. (Available online.)

#### **KINE 6312 Research Methods (3)**

Research techniques and inferential statistical procedures appropriate to the research process in physical education. Prerequisite: KINE 6310, MATH 6301 or equivalent. (Available online.)

#### **KINE 6320 Advanced Sport Psychology (3)**

Concepts and research methodology in social psychological study of sport and physical activity. Selected theories of sport involvement applied to sport and physical activity analysis. (Available online.)

#### **KINE 6322 Applied Sport Psychology (3)**

Mental training techniques that have been used successfully by athletes and coaches to improve sport performance are studied. The mental training techniques include imagery, arousal regulation, somatic and cognitive stress management, concentration and attention control, positive self-talk, and goal setting. Prerequisite: KINE 6320 or its equivalent. (Available online.)

#### **KINE 6323 Advanced Psychology of Exercise (3)**

Theoretical models and research related to the determinants of exercise initiation and adherence are studied. Research studies investigating the effects of exercise on mental health are also reviewed. Additional topics selected by students are covered. (Available online)



**KINE 6340 Sport and Society (3)**

Examines opposing points of view related to the role of sport in various American institutions (political, economic, educational, religious) and by diverse socio-cultural groups within these institutions. The impact of sport upon individuals and society will also be scrutinized (racism, sexism, elitism). (Available online.)

**KINE 6356 Issues of Women and Sport (3)**

Explores problems, patterns and processes associated with the sport involvement of women in American culture. Topics include the history of women's participation, social stereotypes of sportswomen, institutional influences and performance capabilities.

**KINE 6360 Advanced Exercise Physiology (3)**

Functioning of the human body and responses and adaptations of the different systems as a result of physical exercise. Topics include muscle physiology, the cardiorespiratory system, neural control of human movement, nutrition, athletic performance, physiological applications of physical training and preventive health care. Laboratory experiences included. (Available online.)

**KINE 6361 Exercise Physiology Laboratory Methods-Procedures (3) "available on campus only."**

Practical applications of the different principles that govern the responses and adaptations of the human body to physical exercise. Laboratory equipment used to collect data and analyze results. Prerequisite: KINE 6360, its equivalent, or permission of the instructor.

**KINE 6362 Training and Conditioning Methods (3)**

Examines the relevant systems of human physiology in the context of sport specific training and conditioning. Helps develop the students' understanding of the adaptations that the musculoskeletal and cardiorespiratory systems undergo during training and conditioning for sports and exercise. Prerequisite: KINE 6360, its equivalent, or permission of the instructor. (Available online.)

**KINE 6363 Methods and Procedures for Coronary Heart Disease Risk Detection and Reduction (3) (Available online.)**

A study of the leading risk factors that contribute to the development of coronary artery heart disease. Laboratory methods and procedures used in assessing the different risk factors including 12-lead EKG and graded exercise stress testing. Implementation of programs aimed at risk reduction and prevention of heart disease.

**KINE 6364 Heat Stress and Exercise (3) "available on campus only."**

Enhances the students' understanding of the physiological effects of heat stress and thermoregulatory controls/maintenance in the body. Topics include heat stress and heat illness, the history behind thermoregulatory medicine, the physiology of the renal and thermoregulation systems in the body, and treatment and prevention of heat stress during sports and work.

**KINE 6370 Applied Biomechanics (3)**

The course is concerned with the integration of advanced kinesiological foundations applied to exercise science. Specific topics include: physical growth and neuromuscular control, laws of physics applied to human movement and the effects of exercise on the muscular and skeletal systems. In addition, this course will introduce students to advanced biomechanics laboratory techniques by conducting research. (Available online.)

**KINE 6380 Analysis of Teaching and Coaching Behavior (3)**

Observation, description, coding and analysis of teaching behavior in physical education and coaching. (Available online.)

**KINE 6381 Curricular Innovations (3)**

Examines current trends and issues in physical education curriculum development. The course content includes examples of program innovations, as well as current international, national (e.g., NASPE national standards), and local (e.g., TEKS in Texas) curriculum initiatives. Individually or as members of a small group, students will design physical education curricula to be implemented in their own schools. (Available online.)

**KINE 6382 Administration of Physical Education and Athletics (3)**

An examination of administrative theories and practices in physical education, intramural, and athletic programs. (Available online.)

**KINE 6389 Selected Topics (1-3)**

Graduate courses that will be offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

**KINE 6391 Contract Study (3)**

For students who are pursuing independent study or research (as described in the contract study format).

**KINE 6392 Practicum (3)**

A field work experience designed to provide practical, real life education for students. Under the supervision of a professional, students enhance their knowledge and skills in the practice of their selected interest area.

**KINE 6398 Master's Project (3)**

Meets the research requirements for the non-thesis option in master's degree program.

**KINE 6399 Master's Thesis (3 or 6)**

Meets the research requirements for the thesis option in master's degree program.

**UT System Collaborative program Courses Available for Elective Credit.** This list may not be complete as courses are being added; check <http://www.utpb.edu/REACH/kines.htm> for an up-to-date list.

**KINO 6326 Motor Learning and Control (UT El Paso) (3)**

Current theories and concepts involved in the processes of motor skills acquisition and performance from a behavioral perspective. Major topics include the methodology of studying motor performance, information processing, sensory and central contributions to motor control, coordination, individual differences, conditions of practice, feedback, retention and transfer and the learning process. Practical application of principles is emphasized. (Available online, only.)

**KINO 6340 History and Philosophy (UT Pan American) (3)**

Students will examine the historical development of kinesiology, physical education and sport from primitive to modern day times. Emphasis is placed on the role sport and physical education plays as part of the total educational system and how educational philosophy influences modern sport and physical education. Major philosophies will be investigated and applied to assist the student in developing her or his individual philosophy. (Available online, only.)

**KINO 6342 Ethics in Health and Kinesiology (UT Tyler) (3)**

Students will examine ethical considerations encountered in professional areas related to health, exercise and sport. The students will learn to develop and evaluate ethical viewpoints based on theory and fundamental principles. (Available online, only.)

**KINO 6346 Contemporary Issues in Physical Education and Sport (UT Tyler) (3)**

This course engages students in an analysis of contemporary controversial problems related to physical education and sport. Students will learn general principles and procedures related to rational development and evaluation of viewpoints, and will learn to apply these principles and procedures to specific controversies relevant to the professional interests and goals of the students in the class. (Available online, only.)

**KINO 6348 US Health System (UT Tyler) (3)**

In this course students will better understand the extremely complex and rapidly changing U.S. health system. Though it is important for you as a student to appreciate the value of understanding our current healthcare system, healthcare systems are not holy and I believe they should be viewed with a degree of scholarly irreverence and skepticism. Students will be expected to cultivate a habit of demanding evidence as they peer into our diversified institutions and the minds of Americans who have created such perplexing systems for doing things. (Available online, only.)

**KINO 6354 Early Childhood Physical Activity (UT El Paso) (3)**

A study of physical activity in early childhood and its influence on child development to include types of physical activity and their relationship to emotions, health, social and physical growth and development. (Available online, only.)

**KINO 6356 Issues in Adapted Physical Activity (UT Arlington/UT Pan American) (3)**

This course is specifically designed to expand the roles and responsibilities of the teacher/coach in the current and the future inclusion settings. Students will analyze and evaluate issues, trends and research findings pertinent to adapted physical activity for students with disabilities. (Available online, only.)

**KINO 6380 Nutrition, Health, and Disease (UT Tyler) (3)**

Study of the basic nutrients, nutritional needs at various stages of life, and therapeutic diets for selected disease states. This course or an equivalent is a prerequisite for KINO 6382, sports Nutrition. (Available online, only.)

**KINO 6382 Sports Nutrition (UT Tyler) (3)**

Study of nutrition as it relates to optimal training and performance of sports activities. Prerequisite: KINO 6380 Nutrition, Health, and Disease or equivalent graduate or upper-division undergraduate general nutrition course. Prerequisite: KINE 6380, its equivalent, or permission of the instructor. (Available online, only.)

# Master of Arts in Mathematics

## Administrative Unit

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

## Mission Statement

The primary mission of the Master of Arts in Mathematics (MAM) degree is to prepare mathematics and mathematics education professions to enter the workforce and be highly productive in the fields of mathematics, mathematics education or other related fields requiring a high expertise in mathematics.

## Objectives

MAM graduates are expected to:

- Develop a deep conceptual understanding of the CORE courses which include Principles of Algebra and Analysis. (Mathematics (M) and Mathematics Education (ME) tracks)
- Develop a deep conceptual understanding of both required and elective graduate level mathematics, mathematics education, education, and/or computer science courses which promote the ability to solve real-world modeling and computational problems. (M&ME).
- Opportunities to participate in research seminars and/or internships to promote research and collaboration with other professionals. (M&ME)
- Become proficient in the academic material to permit further study at the PhD level in mathematics, mathematics education and related areas. (M&ME)
- Develop the knowledge and skills to obtain employment in their area of mathematics, mathematics education or related fields. (M&ME)
- Develop an understanding of appropriate uses of technology and how technology can enhance mathematical research, learning and theory. (ME)
- Develop leadership skills and ability in the area of mathematics education. (ME)

## Admission Requirements

*General* – Students who wish to pursue the MAM degree program must meet the general UT Permian Basin graduate admissions requirements.

*Departmental* – The MAM degree has two emphasis tracks: Mathematics and Mathematics Education. In order to be deemed *adequately prepared* for the mathematics track, an undergraduate degree in mathematics is required. The mathematics education track highly recommends that a candidate possesses an undergraduate degree in mathematics but the candidate may still qualify if the candidate has at least 12 hours of appropriate upper level undergraduate mathematics credit. Candidates designated as *not being adequately prepared* may be admitted conditionally with an approved leveling plan documenting additional coursework required to enable the candidate to be adequately prepared to pursue the MAM degree. Students admitted conditionally must complete the assigned leveling requirements before officially being admitted to the MAM degree program.



**Master of Arts in Mathematics**  
**Graduate Program Head**  
Juli D'Ann Ratheal, Ed.D.  
Associate Professor  
Texas Tech University

**Research Interests:** Behavioral Causal Attributions, Innovations in Instructional Strategies to Increase Engagement and Improve Academic Performance, and Leadership Development

## Degree Requirements

### Mathematics Track (Thesis Option)

Category	Semester Credit Hours
Required Courses	6
Prescribed Electives	18
Free Electives	6
Thesis	6
TOTAL	36

### Mathematics Track (Non-Thesis Option)

Category	Semester Credit Hours
Required Courses	6
Prescribed Electives	18
Free Electives	12
TOTAL	36

### Mathematics Education Track (Thesis Option)

Category	Semester Credit Hours
Required Courses	6
Prescribed Electives	18
Free Electives	6
Thesis	6
TOTAL	36

### Mathematics Education Track (non-Thesis Option)

Category	Semester Credit Hours
Required Courses	6
Prescribed Electives	18
Free Electives	12
TOTAL	36

### Mathematics Track (Thesis Option)

Prefix and Number	Required Courses	SCH
MATH 6315	Principles of Algebra	3
MATH 6360	Principles of Analysis	3
MATH 6399	Master's Thesis	6

Prefix and Number	Prescribed Elective Courses	SCH
MATH 6300	History of Mathematics	3
MATH 6301	Statistics	3
MATH 6317	Advanced Linear Algebra	3
MATH 6325	Number Theory	3
MATH 6328	Discrete Models	3
MATH 6329	Continuous Models	3
MATH 6332	Combinatorics	3
MATH 6333	Applied Probability	3

MATH 6350	Topics in Geometry	3
MATH 6361	Complex Variables	3
MATH 6365	Introduction to Topology	3

### Mathematics Track (Non-Thesis Option)

Prefix and Number	Required Courses	SCH
MATH 6315	Principles of Algebra	3
MATH 6360	Principles of Analysis	3

Prefix and Number	Prescribed Elective Courses	SCH
MATH 6300	History of Mathematics	3
MATH 6301	Statistics	3
MATH 6317	Advanced Linear Algebra	3
MATH 6325	Number Theory	3
MATH 6328	Discrete Models	3
MATH 6329	Continuous Models	3
MATH 6332	Combinatorics	3
MATH 6333	Applied Probability	3
MATH 6350	Topics in Geometry	3
MATH 6361	Complex Variables	3
MATH 6365	Introduction to Topology	3

### Mathematics Education Track (Thesis Option)

Prefix and Number	Required Courses	SCH
MATH 6315	Principles of Algebra	3
MATH 6360	Principles of Analysis	3
MATH 6399	Master's Thesis	6

Prefix and Number	Prescribed Elective Courses	SCH
MATH 6300	History of Mathematics	3
MATH 6301	Statistics	3
MATH 6317	Advanced Linear Algebra	3
MATH 6325	Number Theory	3
MATH 6328	Discrete Models	3
MATH 6329	Continuous Models	3
MATH 6332	Combinatorics	3
MATH 6333	Applied Probability	3
MATH 6350	Topics in Geometry	3
MATH 6381	Curriculum Development and Assessment for Secondary Teachers	3
MATH 6382	Mentoring/Leadership for Secondary Teachers	3
MATH 6383	Integrating Technology for Secondary Teachers	3

## Mathematics Education Track (Non-Thesis Option)

Prefix and Number	Required Courses	SCH
MATH 6315	Principles of Algebra	3
MATH 6360	Principles of Analysis	3

  

Prefix and Number	Prescribed Elective Courses	SCH
MATH 6300	History of Mathematics	3
MATH 6301	Statistics	3
MATH 6317	Advanced Linear Algebra	3
MATH 6325	Number Theory	3
MATH 6328	Discrete Models	3
MATH 6329	Continuous Models	3
MATH 6332	Combinatorics	3
MATH 6333	Applied Probability	3
MATH 6350	Topics in Geometry	3
MATH 6381	Curriculum Development and Assessment for Secondary Teachers	3
MATH 6382	Mentoring/Leadership for Secondary Teachers	3
MATH 6383	Integrating Technology for Secondary Teachers	3

### Course Descriptions

#### **MATH 6300 History of Mathematics (3).**

A study of the personalities and motivations of historical mathematicians with an emphasis on many of the important results that lead to modern mathematics. Prerequisite: one year of college level mathematics

#### **MATH 6301 Statistics (3).**

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance. Prerequisite: one year of college level mathematics

#### **MATH 6310 Algebraic Structures for Teachers (3).**

Requirement: Middle School Mathematics Teaching Certificate and/or consent of instructor. Course designed for middle school pre-service and in-service mathematics teachers to foster a deep conceptual understanding of the following topics: Adding Fractions, The Group of Integers, The Ring of Integers, The Rational Number Field, Equivalence of Fractions, Square Root of 2, Decimal Representation, Division Algorithm, Geometric Series, and The Least Upper Bound Principle.

#### **MATH 6311 Geometry for Teachers (3).**

Course designed for middle and high school pre-service and in-service mathematics teachers to foster a deeper conceptual understanding of Geometry. Course examines issues, trends, and research related to the teaching/learning of secondary geometry topics. Specific topics will vary, but could include: technology in the classroom, problem solving and the use of applications in teaching mathematics. (Prerequisite: Middle or High School Mathematics Teaching Certificate and/or consent of instructor.

#### **MATH 6312 Problem Solving for Secondary Teachers (3).**

Course designed for middle and high school pre-service and in-service mathematics teachers. The course examines research related to teaching/learning problem solving skills with a major emphasis on promoting active learning and critical thinking. (Prerequisite: Middle or High School Mathematics Teaching Certificate and/or consent of instructor.

#### **MATH 6313 Concept of Size: Theory and Practice for Teachers (3).**

Requirement: Middle School Mathematics Teaching Certificate and/or consent of instructor. Course designed for middle school pre-service and in-service mathematics teachers to foster a deep conceptual understanding of the following topics: 0-Dimensional size, 1-Dimensional size, 2-Dimensional size, 3-Dimensional size, and 4-Dimensional

**MATH 6315 Principles of Algebra (3).**

Theory of rings, with an emphasis on commutative rings, integral domains, and principal ideal domains as generalizations of number systems. Topics include rings of polynomials, ideals, and quotient rings. Prerequisite: MATH 3315.

**MATH 6317 Advanced Linear Algebra (3).**

Vector spaces, linear transformations and matrix representations, canonical forms, eigenvalues, invariant subspaces, orthogonal and unitary transformations, and bilinear and quadratic forms. . Prerequisite: MATH 3315.

**MATH 6325 Number Theory (3).**

A study of congruences, Euclidean algorithms, properties of prime numbers, primality testing, factorization algorithms, theory of quadratic residues, rational integers, Diophantine equations, linear congruences, and Euler-Fermat theorems. . Prerequisite: MATH 3315.

**MATH 6328 – Discrete Models (3).**

Applications of discrete mathematics, including linear programming, game theory, Markov chains, and graph theory. Prerequisite: MATH 3315

**MATH 6329 – Continuous Models (3).**

Applications of continuous mathematics, including both deterministic and stochastic models for population growth and competition, epidemiology, and queuing. Prerequisite: MATH 3360

**MATH 6332 Combinatorics (3).**

Topics from enumerative (e.g. basic enumeration, bijections, inclusion-exclusion, recurrence relations, partitions, Polya theory) and nonenumerative (e.g. graph theory, connectedness, Eulerian/Hamiltonian properties, trees, colorings, planar graphs, Latin squares) combinatorics. . Prerequisite: MATH 3315.

**MATH 6333 Applied Probability (3).**

Populations, permutations, combinations, random variables, distribution and density functions, conditional probability and expectation; binomial, poisson, and normal distributions; laws of large numbers, central limit theorem. Prerequisite: MATH 3360

**MATH 6350 Topics in Geometry (3).**

Advanced two-dimensional Euclidean geometry, including theorems/problems about triangles/circles, isometries, connections with Euclid's axioms. Non-Euclidean (e.g. hyperbolic and finite) geometries in comparison to Euclidean geometry. Integrated use of dynamic geometry software tools. Prerequisite: MATH 3360

**MATH 6360 Principles of Analysis (3).**

Investigation of convergence, continuity, differentiability, compactness and connectedness, the Riemann-Stieljes integral, and sequences of functions. Prerequisite: MATH 3360.

**MATH 6361 Complex Variables (3).**

Complex integration and the calculus of residues. Analytical continuation and expansions of the analytic function. Entire, meromorphic, and periodic functions. Prerequisite: Math 6360

**MATH 6381 Curriculum Development and Assessment for Secondary Teachers (3).**

Requirement: Middle or High School Mathematics Teaching Certificate and/or consent of instructor. The course is designed to prepare teachers to 1) develop curriculum that results in a deep conceptual understanding in mathematics, and 2) research and develop both formal and informal assessment skills.

**MATH 6382 Mentoring/Leadership for Secondary Teachers (3).**

Requirement: Middle or High School Mathematics Teaching Certificate and/or consent of instructor. The course explores the mentor teacher's role in guiding a pre-service or in-service teacher in pedagogical issues related to designing lessons that are rich in problem solving, critical thinking, and inquiry based.



**MATH 6383 Integrating Technology for Secondary Teachers (3).**

Requirement: Middle or High School Mathematics Teaching Certificate and/or consent of instructor. The course is designed to provide experiences for teachers to research, explore and develop a broad knowledge base and level of technological skill associated with new and innovative instructional technology tools.

**MATH 6389 Special Topics in Mathematics (3).**

Graduate mathematics courses which will be offered only once, will be offered infrequently, or are being developed before a regular listing in the catalog.

**MATH 6391 Contract Study in Mathematics (1-3).**

For students who are pursuing independent study or research (as described in the contract study format).

**MATH 6398 Masters Project (3).**

Meets the research requirements for the non-thesis option in master's degree program.

**MATH 6399 Masters Thesis (3 or 6).**

Meets the research requirements for the thesis option in the masters degree program.

**EDUC 6335 Innovations in Teaching Science and Mathematics (3)**

Examination and critical evaluation of innovative curricula and programs in light of current literature and research in the teaching and learning of science and mathematics. Emphasis on translating theory into practice in the classroom.

**EDUC 6336 Current Issues in Teaching Science and Mathematics (3)**

Current issues and trends in teaching science and mathematics will be identified and explored. Emphasis on the interface of theory and practice.

**EDUC 6305 Research Design in Education and the Social Sciences (3)**

This course is designed to acquaint students with how research is conducted in the fields of education and the social sciences. Students will select and evaluate research findings within their fields and learn how to design their own research studies.

**COSC 6390 Theory of Computation (3)**

The goal of the course is to discover what is (and is not) computable. Mathematical models of computation, including regular expressions, grammars, recursive functions, and the automata that model them including Turing machines. The course culminates with a discussion of Church's thesis, Gödel numbering, and the Halting Problem. Prerequisite: COSC 3312 or equivalent or permission of instructor

**COSC 6385 Analysis of Algorithms (3)**

A study of efficient algorithms for a variety of problems, with mathematical proof of correctness and analysis of space and time complexities. Topics include upper bound, lower bound, and average case analysis for sorting, amortized analysis of data structures, tree and graph algorithms, parallel algorithms, and NP-completeness. Prerequisite: COSC 3312 or equivalent or permission of instructor

# Master of Arts in Psychology



**Master of Arts in Psychology**  
Graduate Program Head  
James Olson, Ph.D.  
Professor  
The University of California, Los Angeles  
Cognitive Psychology  
Licensed Psychologist  
Current Research: Post Traumatic Stress Disorder  
and Residential Burglars

## Administrative Unit

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

## Objectives

The Master of Arts program in Psychology offers concentrations in both Clinical Psychology and Applied Research Psychology. The programs provide advanced training both for recent B.A. and B.S. graduates, as well as for individuals who have been in the work force for a number of years. Our M.A. program provides students with instruction related to working in a wide range of settings, including mental health centers, juvenile detention centers, child service agencies, specialized school services, residential treatment facilities, family counseling agencies, governmental and community agencies, teaching in community colleges, or preparing for study at the doctoral level (Ph.D., Ed.D., or Psy.D.). Although some students subsequently enter doctoral programs and complete their doctorate, many immediately accept challenging positions in the public, private, or non-profit sectors. Students may complete the program on a full-time (at least 9 credit hours per fall and spring semester) or part-time basis. However, all program requirements must be completed within eight years from the date of admission.

## Admission Requirements

- Complete a post-bac/graduate application and turn into the Office of Admissions. The application may be found at: <http://www.utpb.edu/academic-programs/graduate-studies/graduate-application/>
- Request for official transcripts from every college/university ever attended to be sent to the Office of Admissions.
- Applicants must provide three letters of reference, two of which must be from past professors who are in a position to evaluate the applicant's qualifications for graduate study. The third letter, if not also from a past professor, should be from someone knowledgeable of the applicant's knowledge and skills in a work or volunteer environment.
- Take the Graduate Record Examination general aptitude test (GRE) and meet the minimum University requirements.
- Submit a letter of "intent". This should explain reasons for applying to one of the Master's degree programs in Psychology. The applicant should also indicate their reasons for selecting UTPB and their preferred option of either clinical or applied research studies.
- The letters of reference, GRE scores, and letter of intent should all be turned in at the Office of Graduate Studies and Research.

All application information should be completed by April 22 for admission to the subsequent summer or fall semesters, and by October 22 for admission to the subsequent Spring semester. Late applicants may be reviewed in July for enrollment the subsequent fall semester, providing sufficient faculty are present to constitute the "Graduate Acceptance Committee". A letter will be sent noting whether or not an applicant has been admitted to the program. If an application is incomplete, the applicant may be contacted requesting the missing documents. However, it is the responsibility of the applicant to submit all required materials by the April 22 or October 22 deadlines. Failure to submit all necessary materials by the deadline will delay admission consideration.

## Prerequisites

Four undergraduate psychology courses (12 hours minimum) are required for admission to the M.A. program in Psychology.

- Introductory Statistics (i.e., PSYC 3301)
- Experimental Psychology (i.e., PSYC 3404), or Research Methods in Psychology
- Physiological Psychology (i.e., PSYC 4304), or the equivalent, such as Biological Foundations of Behavior, or Clinical Psychopharmacology, PSYC 6306

- An advanced, junior or senior level, course in psychology. Students interested in pursuing the M.A. in Clinical Psychology program are encouraged to take PSYC 4351, Tests and Measurements, as it is required for several graduate courses required for the degree.

Students with deficiencies in these prerequisites may be granted "provisional" admission status, and must take the specified prerequisite courses and earn a minimum grade of B during the first two semesters the student is enrolled provisionally in the program. Students may enroll in the necessary undergraduate courses (PSYC 3301, Statistics; and/or PSYC 3404, Experimental Psychology; and/or PSYC 4304, Physiological Psychology (or PSYC 6306, Clinical Psychopharmacology) and in selected graduate courses concurrently. Note, all graduate courses are taught in the evening at UTPB. However, the undergraduate courses that are prerequisite courses may be offered may not be offered in the evening; we attempt to offer the undergraduate prerequisite courses at least once every two years in the late afternoon or early evening.

University policy permits some graduate coursework taken while students are classified as "provisional". Specifically, students may apply six graduate credit hours without petitioning (and a maximum of nine with petition) toward the degree. Graduate hours in excess of nine cannot be applied to the Master's degree. Further, courses in which students have earned a grade of less than "B" (i.e. a grade of "C" or less) are not transferrable to the degree program.

### **I. The Concentration in Clinical Psychology Option**

The Master of Arts program in Psychology offers concentrations in both Clinical Psychology and Applied Research Psychology. The Clinical Psychology concentration leading to the M.A. in Psychology degree is aimed at training students in the assessment and treatment of mental disorders through individual, family, and group therapies. The concentration offers training in child, adolescent, and adult disorders. This course of study is grounded in the scientist-practitioner model and thus involves training in theory, research design and statistics, and the application of principles to the provision of psychological services.

Successful completion of the M.A. in Psychology with the Clinical Psychology concentration is designed to provide students the education requirements needed to take the state examinations required for the Licensed Psychological Associate (LPA) in the State of Texas (45 hours minimum; for additional information see <http://www.tsbep.state.tx.us/>) or, with additional coursework, the Licensed Professional Counselor (LPC) in the State of Texas (48 hours minimum; for more information see: <http://www.dsbs.state.tx.us/counselor/default/shtm>). In addition to completing the requirements for the M.A. degree, the Licensed Professional Counselor also requires an additional 3000 supervised hours after completing the MA degree. Both licensures, the LPA and LPC, require the successful passage of an examination called for by the licensing body after the completion of the M.A.

### **Course Requirements for the Clinical Psychology Option (45 to 48 hours minimum)**

For about half of the courses listed below there are course prerequisites. If a course does not have a prerequisite listed, then there are none and the student may enroll in that course at any time.

#### **A. Required "Foundation" Courses (9 hours):**

- PSYC 6302, Research Methodology  
Prerequisite: Introductory Statistics.
- PSYC 6304, Advanced Statistics I  
Prerequisite: Introductory Statistics and PSYC 6304 or permission of the instructor.
- PSYC 6324, Ethics and Professional Issues

#### **B. Concentration Courses (21 hours):**

- PSYC 6305, Cognitive Behavior Therapy
- PSYC 6321, Psychopathology
- PSYC 6322, Current Psychotherapies
- PSYC 6350, Intellectual Assessment  
Prerequisites for this course are one course in Tests and Measurements and the permission of the instructor.
- PSYC 6351 Personality Assessment  
Prerequisites for this course are one course in Tests and Measurements and the permission of the instructor.
- PSYC 6392 Practicum (6 hours)

This consists of two semesters (225 clock hours each semester) of supervised practical experience in an appropriate clinical or research setting. Prerequisites for this course are: PSYC 6305, 6312, 6321, 6322, 6323, 6324, 6350, and 6351; proof of liability insurance; approval of the Thesis Proposal; and permission of instructor. Students must contact the practicum instructor the semester prior to enrolling to be sure all prerequisites are fulfilled before enrolling. This course may not be offered in summer.

**C. Elective Psychology Courses (12-18 hours):**

These "elective" courses are selected in consultation with the Faculty Advisor, consistent with licensure objectives, if any.

PSYC 6306, Clinical Psychopharmacology  
PSYC 6330, Cross-Cultural Psychology, or EDUC 6302, Cultural Diversity  
PSYC 6341, Development Psychology I: Social and Personality Development  
PSYC 6342, Development Psychology II: Cognitive Processes  
PSYC 6343, Family Dynamics  
PSYC 6371, Advanced Social Psychology  
PSYC 6375, Psychology and the Law  
PSYC 6378, Career Counseling and Development  
PSYC 6389, Selected Topics  
PSYC 6395, Seminar on Selected Topics

However, for students seeking to become Licensed Professional Counselors, the courses in this "C" category are precisely specified by the licensing board, and are listed below. These courses are required:

- PSYC 6312, Group Psychotherapy
- PSYC 6323, Individual Psychotherapy Skills  
Prerequisite: 12 hours of graduate coursework and permission of instructor.
- PSYC 6330, Cross-cultural Psychology, or PSYC 6371, Advanced Social Psychology; or PSYC 6343, Family Dynamics, or EDUC 6302, Cultural Diversity, [PSYC 4381, Gender Studies, may be substituted]
- PSYC 6341, Developmental Psychology: Social & Personality
- PSYC 6378, Career Counseling and Career Development

**D. Master's Thesis (3 hours):**

- PSYC 6399, Master's Thesis

Each student must complete a master's thesis which consists of research in the application of principles and theories of psychology to some problem of interest. Problems are investigated under the supervision and direction of the student's Thesis Committee comprised of three Faculty of Psychology, one of whom is the student's Faculty Advisor who ordinarily serves as Chair of the thesis committee. One additional faculty member who is not a member of the Psychology Department will also serve on the committee. The student will later defend the thesis before the 4-person Thesis Committee. Prerequisites for this course are: approval of the Thesis Proposal; and permission of instructor.

**II. The Concentration in Applied Research Psychology Option**

The Applied Research Psychology concentration focuses on advanced psychological theory (i.e., developmental, personality, social, etc.), research methods, statistics, and manuscript preparation. All students are expected to be involved in research activities throughout their graduate program. Research activities are coordinated with faculty members depending, in part, on the students' interests.

Successful completion of the M.A. in Psychology with the Applied Research Psychology concentration is designed to provide students with a broad background in general psychology and research methods that will prepare them for

employment in a variety of settings. Graduates in Psychology with the Applied Research Psychology concentration will have developed critical thinking skills, communication skills (both oral and written), and problem-solving skills, as well as extensive training in advanced research methods and statistics. This program will prepare students to pursue further education for various Ph.D. programs in Psychology, particularly any one of the various fields within experimental psychology, and will enable students to work in more applied settings with invaluable skills for occupations including positions in business, mental health and social services, research, granting agencies (e.g., NIH, NSF, NIMH), industry, advertising and marketing, consulting, and even government agencies.

### **Course Requirements for the Applied Research Psychology Option (36 hours minimum)**

For some of the courses listed below there are course prerequisites. If a course does not have a prerequisite listed, then there are none and the student may enroll in it any time. Course Descriptions are provided in Appendix D.

A. Required "Foundation" Courses (12 hours):

- PSYC 6302, Research Methodology  
Prerequisite: Introductory Statistics.
- PSYC 6304, Advanced Statistics I  
Prerequisite: Introductory Statistics.
- PSYC 6314, Advanced Statistics II  
Prerequisite: Introductory Statistics.
- PSYC 6324, Ethics and Professional Issues

B. Elective Courses (15 hours):

These course should be chosen in consultation with the Faculty Advisor and be consistent with the overall goals of the student. Up to 6 hours of PSYC 6391, Contract Study/Directed Research, may be included in these 15 hours.

PSYC 6305, Cognitive Behavior Therapy  
PSYC 6306, Clinical Psychopharmacology  
PSYC 6321, Psychopathology  
PSYC 6322, Current Psychotherapies  
PSYC 6330, Cross-cultural Psychology  
PSYC 6341, Development Psychology I: Social and Personality Development  
PSYC 6341, Development Psychology II: Cognitive Processes  
PSYC 6343, Family Dynamics  
PSYC 6371, Advanced Social Psychology  
PSYC 6375, Psychology and the Law  
PSYC 6378, Career Counseling and Development  
PSYC 6389, Selected Topics  
PSYC 6395, Seminar on Selected Topics

C. Research Courses (6 hours):

The content of these research courses is determined in consultation with the Faculty Advisor and is congruent with the students' long-range goals, the specialties they expect to pursue in psychology, the fields of psychology or related disciplines in which they will become proficient, the the kinds of research skills they intend to acquire.

- PSYC 6389, Selected Topics (Thesis Preparation). Approval of the Thesis Proposal and instructor's permission are prerequisite.
- PSYC 6392, Practicum (3-6 hours), **or** PSYC 6391 Contract Study/Directed Research (3-6 hours). Approval of the Thesis Proposal is prerequisite for students planning to enroll in PSYC 6392, Practicum.

D. Master's Thesis (3 hours):

- PSYC 6399, Master's Thesis

Each student must complete a master's thesis which consists of research in the application of principles and theories of behavior to some problem of interest. Problems are investigated under the supervision and direction of the student's graduate committee comprised of faculty, with the student's advisor ordinarily serving as chairperson. The student will later defend the thesis before the committee. Prerequisites for this course are: approval of the Master's Thesis Proposal and permission of instructor.

### **Grade Achievement Policy**

Students in the graduate program in Psychology receive credit for only graduate (6000 level) courses in which a grade of A or B has been earned. Any 4000 level course taken as requisite to regular status must have a B or better as well. Continuation in the graduate program in Psychology is contingent on maintaining a minimum grade of B in all courses counting toward the degree. Under no circumstances will a grade of C be counted for credit in the Psychology graduate program. Note, this criterion is higher than that printed in the 2010-2012 UTPB Graduate Catalog, which states on page 26 that "no more than two C courses at the 6000 level courses may be counted to the degree"; on page 26 the catalog states that students must maintain "not less than a B average (3.0 GPA)." This is not the case for the MA program in Psychology. Students seeking the MA in Psychology who were admitted into the program after January, 2010, must have a B or A grade in all courses counting toward the MA degree, not merely a B "average".

A student admitted into the program after January, 2010, who earns a C+ or lower in any course taken to apply to the MA degree will, at a minimum, receive an academic review by the graduate program faculty, and will be monitored and placed on academic probation until the course is repeated with a B or better grade. Such notice will be made in writing by the department chairperson or the graduate program head. Any student placed on academic probation is limited to six credits per semester while on academic probation. Occurrence of a second C or lower grades in one's graduate course work shall be grounds for dismissal from the graduate program.

Students should visit with his or her academic advisor at the beginning of each new semester to discuss any issues affecting progress toward the degree.

### **Student Professionalism**

For both the MA in Clinical Psychology and the MA in Applied Psychology programs, academic progress (e.g., course grades) and professional behavior are expected and monitored. Throughout the program, the student will find that both academic progress (e.g., course grades) and professionalism is monitored. Professional behavior is an expectation. Sometimes students misinterpret the informal and personal atmosphere of the graduate programs in psychology as *laissez faire*, or "anything goes." Although it's true that the university environment is more informal than most corporate, nonprofit or for profit agencies, or government agencies, appropriate professionalism is expected. Clearly, professionalism consists of a variety of behaviors, and although it is often difficult to exhaustively define, teach, and assess professional behavior, the graduate student is expected to demonstrate professionalism in the following ways:

- coming prepared for class, having completed readings or other assignments;
- regular attendance and participation in class, and other obligations (this includes practicum appointments and regular meetings with one's Thesis Advisor during the thesis semester);
- arriving for classes, thesis meetings, and practicum appointments at the scheduled time;
- meeting the due dates established for class assignments (including Thesis deadlines);
- adhering to the American Psychological Association's professional code of ethics (e.g., confidentiality, dual relationships) and university regulations (e.g., academic dishonesty; drug free environment, and so on);
- maintaining appropriate dress, personal appearance, and hygiene, particularly in the practicum experience;
- maintaining courteous, civil relationships with fellow students, faculty, and staff;
- being psychologically sound, interpersonally effective, and able to engage with fellow students, faculty, staff, clients, and professionals in the community in a healthy and responsible manner; and
- maintaining professional conduct in the community.

For both the clinical and applied practicum experience, a “zero tolerance” policy is in effect to protect the welfare of clients as well as the integrity of the psychology M.A. programs. Examples of unprofessional behavior include, but are not limited to, the following: disorderly, aggressive, or threatening conduct on campus or in the community; behavior that endangers the safety, health, or welfare of others on or off campus (i.e., driving while under the influence.); breaches of confidentiality, issues of test security, multiple relationships with clients, and so forth.

## **Course Listings**

### **PSYC 6301 Tests and Measurement (3)**

Survey of major personality, intelligence and achievement tests with emphasis on their construction, reliability and validity. Prerequisite: Introductory Statistics

### **PSYC 6302 Research Methodology (3)**

Foundations of research planning, methodology, analytic techniques, interpretation and reporting of psychological research. Prerequisite: Introductory Statistics.

### **PSYC 6304 Advanced Statistics 1 (3)**

Application of statistical methods in the design and analysis of psychological research. Topics include analysis of variance models, correlation and regression, and multivariate techniques. Prerequisite: Introductory Statistics.

### **PSYC 6305 Cognitive Behavior Therapy (3)**

A survey of current behavioral and cognitive therapies used to facilitate effective change in children and adults.

### **PSYC 6306 Clinical Psychopharmacology (3)**

This course is designed to provide the student with a foundation in neurophysiology, psychopharmacology, and principles of pharmacodynamics. May be substituted for the undergraduate course prerequisite in Physiological Psychology. Prerequisite: PSYC 6321.

### **PSYC 6312 Group Psychotherapy (3)**

A survey of theories of group therapy including the application and evaluation of basic group techniques.

### **PSYC 6314 Advanced Statistics II (3)**

Application of statistical methods in the design and analysis of psychological research. Topics include multiple regression, factor analysis, path analysis and discriminant analysis. Prerequisites: Introductory statistics and PSYC 6304 or permission of the instructor.

### **PSYC 6321 Psychopathology (3)**

A survey of the manifestations of abnormal behavior and psychological processes. Detailed analysis of the clinical and experimental literature concerning psychological and psychiatric disorders and their etiology.

### **PSYC 6322 Current Psychotherapies (3)**

A critical analysis of various psychotherapeutic systems.

### **PSYC 6323 Individual Psychotherapy Skills (3)**

Training in the skills necessary to conduct effective therapy with a wide range of clients. Includes videotaped practice and evaluation. Prerequisite: 12 hours of graduate coursework and permission of the instructor.

### **PSYC 6324 Ethics and Professional Issues (3)**

Seminar concerning the field of psychology as it relates to current ethical, social, legal and medical issues. Emphasis is placed on the role of the psychologist in psychotherapeutic relationships and in applied settings.

### **PSYC 6330 Cross-Cultural Psychology (3)**

An overview of cross-cultural studies from developmental, social cognitive, personality, and perceptual psychology. Topics covered include child-rearing acculturation, work, communication, health, and ethnic and minority groups. The course will emphasize how nature and nurture interact to produce unique behavior for a given culture.

**PSYC 6341 Developmental Psychology I: Social and Personality Development (3)**

Lifespan developmental course focusing on the theories and research of intellectual, physical, social and emotional development as they relate to social and personality development.

**PSYC 6342 Developmental Psychology II: Cognitive Processes (3)**

Lifespan developmental course focusing on the theories and research of intellectual, physical, social and emotional development as they relate to social and personality development.

**PSYC 6343 Family Dynamics (3)**

A survey of the history, current trends, and theories of family structure and processes in relation to the behavior of the individual.

**PSYC 6350 Intellectual Assessment (3)**

An examination of the principles and methods of assessing intelligence in both children and adults. Prerequisite: Tests and Measurement and permission of instructor.

**PSYC 6351 Personality Assessment (3)**

An examination of the principles and methods of assessing personality. Prerequisite: Tests and Measurement and permission of instructor.

**PSYC 6371 Advanced Social Psychology (3)**

An in-depth examination of research in the major areas of social psychology including attitudes and attitude change, affect and emotion, the self, interpersonal relationships, and person perception. In particular, students will learn about how these psychological principles are affected by our interpretation of the social world, gender, and culture. This course is designed to have students think critically about the notable theories and research in each of these areas as well as contemporary research.

**PSYC 6375 Psychology and the Law (3)**

An examination of psychological effects in the legal system. Topics include theories of crime, police selection and training, criminal investigation, identification and evaluation of suspects, rights of victims vs. the rights of the accused, the trial process, jury selection and decision-making, and punishment. PSYC 6371 recommended.

**PSYC 6378 Career Counseling and Development (3)**

A survey of theory and techniques of career planning and counseling. Includes strategies for career choice, career counseling, and sources of occupational and educational information.

**PSYC 6389 Selected Topics**

Graduate courses which will be offered only once, will be offered infrequently or are being developed before a regular listing in the catalog.

**PSYC 6391 Contract Study/Directed Research (3)**

Under the direction of a faculty member, design and conduct a research project, analyze data, and submit findings for presentation or publication. Prerequisite: admission to Psychology graduate program and permission of instructor.

**PSYC 6392 Practicum (3)**

Three semester hours (225 clock hours) of supervised practical experience in an appropriate clinic or research setting (depending on area of concentration). Prerequisites for applied research M.A. students: PSYC 6302, 6304 and 6324; and approval of the Thesis Proposal. Prerequisites for clinical M.A. students: PSYC 6305, 6321, 6323, 6324, 6350 and 6351; 24 hours towards graduate degree; proof of liability insurance; approval of the Thesis Proposal; and permission of instructor. Course may be repeated for a total of six maximum hours. Practicum will be graded by S for satisfactory and U for unsatisfactory. The S does not calculate in the GPA; but the grade of S does indicate satisfactory completion of 3 credit hours of practicum experience. The U calculates as a failing grade in the GPA.

**PSYC 6395 Seminar on Selected Topics (3)**

Seminars on topics to be explored in depth as selected by individual professors. Course may be repeated on different topics.



**PSYC 6399 Master's Thesis (3)**

Research and preparation of the Master's Thesis. Course may be repeated for a total of six maximum hours. Thesis will be graded by S for satisfactory upon completion of all the requirements of the thesis. The S does not calculate in the GPA. If, at the end of the semester the student has not completed all of the requirements of the thesis but has made satisfactory progress, a grade of Z will be reported, which translates as "work in progress". The Z does not calculate in the GPA. Students desiring to complete the thesis requirements must reregister in the course the following semester.

# Master of Public Administration

## Administrative Unit

The program is administered by the Office of Graduate Studies and Research through the faculty of Leadership Studies, Department of Social Sciences, College of Arts and Science.



**Master of Public Administration**  
Graduate Program Head  
Carol Traut, Ph.D.  
Professor  
Florida State University

## Educational Objectives

The Master of Public Administration with Leadership Emphasis is designed to provide both advanced theoretical perspectives and practical training for governmental, not-for-profit, and community development leaders, with special emphasis on theories and practices of public leadership. To accomplish this goal, the degree aims at two general audiences in the Permian Basin: traditional students with bachelor's degrees looking for training to enter the public service and students already in a governmental or public organization seeking to further enhance their skills. This degree provides both audiences with leadership skills needed for community and economic development in the rural areas of West Texas, particularly those areas in the 17-county area served by the Permian Basin Regional Planning Commission.

The objectives of this program are:

- (1) To build a theoretical foundation and practical skills in leadership for public, community, and not-for-profit organizations.
- (2) To develop an awareness of ethical issues in public service.
- (3) To develop a comprehensive knowledge of the historical, social, political, and economic contexts within which public leaders work.
- (4) To develop leadership and administrative skills in public policymaking, budgeting, and personnel.

## Admission Requirements

Minimum standards for acceptance into the degree of Master of Public Administration with Leadership Emphasis are established by the Graduate Council and the Office of Graduate Studies and Research of The University of Texas of the Permian Basin. In addition, the Program Coordinator and Program Committee will assess test scores and additional materials (see below) submitted in support of the student's acceptance into the program for a final admittance decision.

In addition to the general requirements of the Office of Graduate Studies and Research, applicants for this program are required to submit three letters of recommendation. These letters should be from persons who have knowledge of the applicant's academic preparation and potential in the areas of public and community service.

## Degree Requirements

The Master of Public Administration degree consists of a minimum of 36 semester credit hours. This degree requires a "common core" of eight courses, including 3 semester credit hours of internship for those students without significant public service experience (at least 2 years). Students in mid-career may, upon approval from the Program Coordinator, substitute another 3-semester credit hour course.

Students may select from one of 3 specialization areas in public service: Nonprofit Administration, Community and Economic Development, or Political Leadership. Students with special interests may make other course choices with permission of the MPA Program Coordinator. A Specialization Area consists of 4 three-credit hour courses.

The Master of Public Administration is a non-thesis degree. A final Applied Research Project in Leadership is required as part of the core courses.

## Required Courses:

Candidates for the Master of Public Administration degree must complete 36 credits of graduate work.

- MPAL 6301, Public Leadership and Ethics (3 credits)
- MPAL 6302, Organizational Leadership and Administration (3 credits)
- MPAL 6304, Public Budgeting (3 credits)
- MPAL 6305, Public Personnel Administration
- MPAL 6320, Leadership and Public Policy (3 credits)
- MPAL 6390, Applied Research Project in Leadership (3 credits)
- MPAL 6395, Internship in Public Leadership (3 credits)
- PSYC 6302, Research Methodology (3 credits)
- Or MATH 6301, Statistics (3 credits)

## Specialization Areas

Students may select from one of 3 specialization areas, each of which consists of 4 courses (or a total of 12 hours):

- 1. Nonprofit Administration Specialization**
  - LEAD 4351, Leadership in the Nonprofit Sector (3 credits)
  - MPAL 6370, Conflict Mediation (3 credits)
  - ACCT 4304, Not for Profit Accounting (3 credits)
  - Plus a graduate elective in another discipline
- 2. Community and Economic Development Specialization**
  - LEAD 4375, Leadership and Community Development (3 credits)
  - LEAD 6370, Conflict Mediation (3 credits)
  - MPAL 6310, Local Government Administration (3 credits)
  - ECON 6301, Economic Analysis (3 credits)
- 3. Political Leadership Specialization**
  - MPAL 6350, Democracy and Political Leadership (3 credits)
  - COMM 6369, Rhetorical Leadership (3 credits)
  - HIST 6351, Texas History (3 credits)
  - HIST 6347, Twentieth Century America (3 credits)
  - or HIST 6311, Modern Mexico (3 credits)
  - or HIST 6355, The American South (3 credits)

Students with special interests may make other course choices with permission of the MPA Program Director.

MPA students may also take MPAL 6389, Selected Topics, as a substitute for a course in the three Specialization Areas with the permission of the MPA Program Coordinator.

## COURSE LISTINGS

### Core Courses:

#### **MPAL 6301 Public Leadership and Ethics (3)**

Theories and readings in public and nonprofit leadership and ethical issues facing public leaders.

#### **MPAL 6302 Organizational Leadership and Administration (3)**

Historical, theoretical, and practical applications of developments in public leadership, public policy, and public organizational theory.

**MPAL 6304 Public Budgeting (3)**

Fundamental concepts, methods, and political/administrative processes of public sector budgeting in the United States (with a state and local emphasis).

**MPAL 6305 Public Personnel Administration (3)**

Theories and practices of personnel administration in the governmental agency and nonprofit organizational environment. Emphases on civil service systems and volunteer-paid employee relationships.

**MPAL 6320 Leadership and Public Policy (3)**

Theories and practices in public policy agenda setting and formation, working with other policy actors, implementation of public policies, and policy evaluation.

**PSYC 6302 Research Methodology (3)**

Foundations of research planning, methodology, analytic techniques, interpretation and reporting of psychological research.

OR

**MATH 6301 Statistics (3)**

Statistical concepts emphasizing simple and multiple regression, hypothesis testing, and analysis of variance. Prerequisite: one year of college level mathematics.

**MPAL 6390 Applied Research Project in Leadership (3)**

Individual applied research project focusing on a public leadership and policy problem, under the guidance of a faculty member serving as director.

**MPAL 6395 Internship in Public Leadership (3)**

Application of theories to work experiences in public and nonprofit agencies.

Prerequisites, 24 hours of MPAL core classes, plus approval of the MPAL Area Coordinator. May not be repeated for more than 6 credit hours toward the MPAL.

**SPECIALIZATION AREA COURSES****MPAL 6389 Selected Topics (3) (title may vary)**

The study of a selected topic in Public Administration/Leadership. May be substituted for courses in the three specialization areas, with the permission of the MPA Program Coordinator.

**MPAL 6391 Contract Study (3)**

Advanced independent study or research in public administration.

**NON-PROFIT ADMINISTRATION SPECIALIZATION****LEAD 4351 Leadership in the Nonprofit Sector (3)**

Leadership and practice in the non-profit sector.

**MPAL 6370 Conflict Mediation (3)**

Theories and advanced practices of reasoned communication, conflict resolution, negotiation, and mediation for leaders.

**ACCT 4304 Not for Profit Accounting (3)**

Study of accounting theory and applications related to data accumulation and reporting in governmental, hospital, university and other not-for-profit organizations.

## **COMMUNITY AND ECONOMIC DEVELOPMENT SPECIALIZATION**

### **LEAD 4375 Leadership and Community Development (3)**

The roles and practices of public leaders in community and economic development.

### **LEAD 6370 Conflict Mediation (3)**

Theories and advanced practices of reasoned communication, conflict resolution, negotiation, and mediation for leaders.

### **MPAL 6310 Local Government Administration (3 credits)**

History, theories, and contemporary practices in the organization and management of local governments.

### **ECON 6301 Economic Analysis (3)**

Economic efficiency and the determinants of the major economic aggregates such as growth, employment, and gross national product.

**PLUS** one other graduate class in a substantive field.

## **POLITICAL LEADERSHIP SPECIALIZATION**

### **MPAL 6350 Democracy and Political Leadership (3)**

Theories and practices of political leadership needed in a democracy, including establishing a shared vision in a changing society and collaborative leadership.

### **COMM 6369 Rhetorical Leadership (3)**

The study of rhetorical strategies to leadership in various historical and communication contexts, such as the American Presidency, War and Peace, Nineteenth Century Media, Business and Industry, etc.

### **HIST 6347 Twentieth Century America (3)**

Examination of historical literature on special topics covering major developments and problems in recent United States history.

### **HIST 6351 Texas History (3)**

Historical issues in the political, economic, social and military development of Texas.

**OR**

### **HIST 6311 Modern Mexico (3)**

Historical literature relating to major developments and problems of modern Mexico.

**OR**

### **HIST 6355 The American South (3)**

Historical literature relating to major developments and problems in some aspects of the American South.

**OR** other classes in History at the 6000-level.

# Master of Arts in Spanish



## Master of Arts in Spanish Graduate Program Head

Rhina Toruno-Haensly, Ph.D.

Professor

Indiana University

Catholic University of Louvain, Belgium

Kathlyn Cosper Dunagan Fellow

Research Interest: Mexican, Central, and Latin American Literature.

## Administrative Unit

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

## Objectives:

### Educational Objective

Through the study and analysis of past, present, and emerging Hispanic cultures--their languages, literatures, and histories —four (4) general educational objectives of the proposed MA in Spanish are:

- a. To develop advanced knowledge of Spanish linguistic
- b. To develop advanced knowledge of Spanish and Spanish-American literatures;
- c. To develop advanced knowledge of Hispanic civilizations;
- d. To enhance skills for conducting graduate-level scholarly research and writing

## Admission Requirements:

Candidates who have not completed at least 18 undergraduate semester credit hours (SCH) in Spanish will be required to enroll in additional courses to complete their preparation for graduate work. The following list provides choices in content areas that may be needed: (1) SPAN 3301, *Advanced Grammar and Syntax*; (2) SPAN 3302, *Advanced Composition and Conversation*; (3) SPAN 3331, *Spanish Conversation*; (4) SPAN 4331, *Spanish Phonetics and Phonemics*; (5) SPAN 3321, *Hispanic Civilization*; and (6) SPAN 4301 *Spanish Literature I*, or SPAN 4302 *Spanish Literature II*, or SPAN 4311, *Spanish-American Literature I*, or SPAN 4351, *Mexican Literature*, or SPAN 4352, *Mexican-American Literature*.

Candidates who do not have a B.A. in Spanish, either from UTPB or another accredited university, must write a one- or two-page essay in Spanish from the reading provided by the Graduate Studies Office. This essay will be a critical analysis of the given reading. It must be written at the Graduate Studies Office. Special arrangements can be made for applicants from out of town.

## Options:

The Master of Arts in Spanish consists of a minimum 36 semester credit hour in which a student may select either one of several options: (1) Directed Readings (Written Examinations); (2) Thesis; (3) Scholarly Article; and (4) Additional 6 Graduate Credit Hours (Portfolio Option). Up to 9 semester credit hours of senior level Spanish courses (4300-numbered SPAN courses, excluding HIST courses) may be included, pending consultation with the student's advisor. After completing 18 credit hours, students who choose the Thesis or Scholarly Article option should submit to their committee a 5-10 page prospectus with a working bibliography.

### **Directed Readings (Written Examinations)**

The three examinations will each cover one of the following areas: Linguistics, Latin American and Peninsular Literature. Spanish professors will review the comprehensive examinations taken. The professor specializing in each area will grade the examination first and then pass the examinations (without written comments or any marks) to the other professors. Each professor will sign the examination including a note specifying a pass or no pass. Afterwards, all of the professors will get together to review all three examinations. Students need to pass only two of the three areas in order to graduate.

### **Thesis**

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

### **Scholarly Article**

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

### **Additional 6 Graduate Credit Hours (Portfolio Option)**

Students who do not wish to pursue any of the above options may take 6 additional graduate credits, for a total of 36 semester credit hours. In the semester they plan to graduate they should submit 3 of their graduate papers to be evaluated by their graduate committee; an oral examination will follow this evaluation in which the student will be asked to demonstrate how these papers have met the goals of the graduate program.

### **Special Program Features:**

The Master of Arts in Spanish at U.T. Permian Basin provides broad training to students in three areas: (1) Spanish linguistics; (2) the literatures of Spain and Spanish-America; and (3) Hispanic civilizations. It is designed generally for four potentially overlapping populations: (1) those pursuing careers in language teaching; (2) and/or those desiring preparation for doctoral-level graduate study; (3) the "life-long learners" who will find the terminal MA proposed here to be appealing and as fulfilling their wish to earn the MA in a field they will find relevant to their lives and the lives of those around them; and (4) those in businesses, industry and for-profit and non-profit organizations and agencies who find a need for advanced skills of communication across cultures and knowledge of the similarities that bind us.

### **Required Courses:**

Candidates for the Master of Arts degree in Spanish must complete 36 credits of graduate work.

- SPAN 6300, Literary Criticism and Research Methods (3)
  
- Two Courses in Spanish Linguistics (6)
  - SPAN 6311, Spanish Translation
  - or
  - SPAN 6321, History of the Spanish Language
  - or
  - SPAN 6331, New World, Peninsular, and Spanish Dialectology
  - or
  - SPAN 6314, Advanced Phonetics
  
- Two Courses in Spanish-American Literature (6)
  - SPAN 6322, Contemporary Mexican Literature
  - or
  - SPAN 6342, 20th Century Spanish-American Prose
  - or
  - SPAN 6343, 20<sup>th</sup> Century Spanish-American Poetry
  - or
  - SPAN 6352, Mexican-American Literature
  
- Two Courses in Peninsular Literature (6)
  - SPAN 6333, Spanish Romanticism and Realism
  - or
  - SPAN 6360, Spanish Literature in the Middle Age
  - or

SPAN 6361, Spanish Literature in the Golden Ages

or

SPAN 6362, Spanish Literature 1898-1936, from Unamuno to Garcia Lorca

SPAN 6353, Novelists of Post-War Spain

- One Course in History/Hispanic Civilizations (3)
  - HIST 6311, Modern Mexico
  - Or
  - HIST 6312, History of the Mexican Revolution
  - Or
  - HIST 6313, Mexican Literature as Historical Text
  - Or
  - HIST 6314, Latin America
  - Or
  - HIST 6351, Texas History
- Two Additional Course in Spanish Linguistics, Spanish-American Literature or Peninsular Literature (6)

NOTE: SPAN 6389, *Special Topics*, may be used for meeting a requirement in Spanish Linguistics, Spanish-American Literature, or Peninsular Literature, depending upon the course content and with the approval of the student's advisor.

- Non-thesis or Thesis Option (6)
  - SPAN 6390, Directed Readings
  - or
  - SPAN 6399, Master's Thesis

The programs Non-Thesis or Thesis option as the culminating experience of the degree includes two courses that will be unique. SPAN 6390, Directed Readings or SPAN 6399, Master's Thesis will be the only courses not available to all students in the program.

## **Course Listings**

### **HIST 6311 Modern Mexico (3)**

Historical literature relating to major developments and problems of modern Mexico.

### **HIST 6312 History of the Mexican Revolution (3)**

A study of the causes and ramifications of the most significant events in 20th-century Mexican history.

### **HIST 6313 Mexican Literature as Historical Text (3)**

An assessment of 20th-century Mexican literature as historical text.

### **HIST 6314 Latin America (3)**

Historical literature relating to major developments and problems of Latin America, including modern Mexico, modern South America, and colonial Latin America.

### **HIST 6351 Texas History (3)**

History issues in the political, economic, social and military development of Texas.

### **SPAN 6300 Literary Criticism and Research Methods (3)**

Introduction to modern literary criticism and graduate research methods. Application of literary theory to textual analysis. Review and practice of proper citation processes.



**SPAN 6311 Spanish Translation (3)**

Spanish Literary translation with practical approach to improving Spanish Morpho-Syntax rules for writing into English. This course focuses on the cultural contexts of the translation process.

**SPAN 6314 Advanced Phonetics (3)**

The purpose of this course is to analyze the sound system and grammatical contrast between the English and Standard Spanish Language. This graduate course will include pronunciation drills, an introduction to elementary applied linguistics and an analytical approach to the general sound system. Extensive research related to oral linguistic corpus.

**SPAN 6321 History of the Spanish Language (3)**

This course deals with the major features of the evolution of the Spanish language. The course objective will be to seek a general understanding of Spanish linguistic changes from its origins to its contemporary repertoire. Special interest will be focused on historical phonetics, phonology, morphology, and syntax.

**SPAN 6322 Contemporary Mexican Literature (3)**

This course is a comprehensive study of the principal literary trends, authors, and works of contemporary Mexico and will include works by Juan Rulfo, Carlos Fuentes, Elena Garro, Rosario Castellanos, Elena Poniatowska, and Laura Esquivel.

**SPAN 6331 New World, Peninsular, and Spanish Dialectology (3)**

This course deals with the semantic content of Spanish language lexicons. We will deal with the contrast between Spanish vocabulary from Spain (Peninsular) and the dialectical variation among speech communities throughout the New World. Special attention will be given to synchronic changes due to linguistic borrowing and close relationships with neighboring languages.

**SPAN 6333 Spanish Romanticism and Realism (3)**

Examines the principal literary movements of nineteenth-century Spain--*romanticismo* and *realismo*--, as well as related lesser movements-- *costumbrismo* and *naturalismo*--through study of individual works, genre, and history. Authors such as Emilia Pardo Bazán, Leopoldo Alas "Clarín", Benito Pérez Galdós, José de Espronceda, and Gustavo Adolfo Bécquer will be revised.

**SPAN 6342 20th Century Spanish-American Prose (3)**

The development of prose fiction in Spanish America during the twentieth century, covering the major trends. The course will begin with Regionalism and cover the works of Magic Realism, the Post-Boom, and Post-Modernism.

**SPAN 6343 20th Century Spanish-American Poetry (3)**

The development of poetry in Spanish America during the twentieth century, covering the major trends. The course will begin with Modernism and end with contemporary poetry.

**SPAN 6352 Mexican-American Literature (3)**

Mexican-American Literature focusing on native authors, to investigate the realities and experiences of the Mexican-American community. This course will cover works on narrative, drama & poetry genres, from 1848 to present.

**SPAN 6353 Novelists of Post-War Spain (3)**

Historical and political background, social and literary development in Spain after the Civil War (1936-39), emphasizing novelists who appear from the 1940's onward: Cela, Laforet, Quiroga, Delibes, Matute, Juan Goytisolo, Sánchez Ferlosio, Martín-Santos, and many others.

**SPAN 6360 Spanish Literature in the Middle Ages (3)**

Medieval Christian Spain, al-Andalus, and Sephardic literature and culture. Major literary works of the Spanish Middle Ages will be studied along with their historical and social context. Students will learn methods of textual analysis through both reading and editing Medieval Spanish texts, as well as through the profound study of relevant literary theories of textual criticism.

**SPAN 6361 Spanish Literature in the Golden Age (3)**

Selected masterpieces of the Spanish Golden Age. Reading will include varieties of poetry, dramatic genres, and narrative prose, particularly through the works of Garcilaso de la Vega, San Juan de la Cruz, Fray Luis de León, Santa Teresa de Jesús, Miguel de Cervantes, *Lazarillo de Tormes*, Lope de Vega, Francisco de Quevedo, Luis de Góngora, Tirso de Molina, and Calderón de la Barca.

**SPAN 6364 Spanish Literature 1898-1936. (3)**

From Unamuno to García Lorca. An in-depth study of Spanish literature and thought from 1898 through 1936. The concept of generation in the study of literary history will be discussed. Emphasis on the innovative literature of Ramón María del Valle-Inclán, Juan Ramón Jiménez, Antonio Machado, and Federico García Lorca, as well as the aesthetics and philosophy of both Miguel de Unamuno and José Ortega y Gasset.

**SPAN 6389 Selected Topics (3)**

Graduate courses which will be offered only once, will be offered infrequently, or are being developed before a regular listing appears in the catalog.

**SPAN 6390 Directed Readings (3 or 6)**

A required reading list and faculty guidance are provided for students electing the non-thesis, comprehensive examination rather than the thesis option. A maximum of six credits of SPAN 6390 may be counted toward the MA in Spanish.

**SPAN 6399 Master's Thesis (3 or 6)**

Students electing the thesis option will work under the supervision of a major advisor. A maximum of six credits of SPAN 6399 may be counted toward the MA in Spanish.

# Special Courses

A limited number of graduate courses are available in disciplines that do not offer a master's degree. These courses provide support for other degree programs.

## Chemistry

### **CHEM 6320 Topics in Analytical Chemistry (3)**

Topics vary but may include different types of analytical instruments and techniques.

## Communication

### **COMM 6340 Seminar in Communication Theory (3)**

Reading and examination of the literature of communication theory with emphasis placed on current trends.

### **COMM 6369 Rhetorical Leadership (3)**

The study of rhetorical strategies to leadership in various historical and communication contexts such as The American Presidency, War and Peace, Nineteenth Century Media, Business and Industry, etc. Course may be repeated with change in topic.

### **COMM 6371 Classical Rhetoric (3)**

Reading and examination of Greek and Roman rhetorical texts and theories from the Homeric period through Augustine.

## Mathematics

### **MATH 6301 Statistics (3)**

Statistical concepts emphasizing simple and multiple regression, hypothesis testing and analysis of variance.

Prerequisite: one year of college level mathematics.

### **MATH 6395 History of Mathematics (3)**

Historical development of mathematical ideas and techniques as seen through a study of the contributions of eminent mathematicians to the formulation and solution of celebrated problems.

## Sociology

### **SOCI 6325 Women in International Development (3)**

This course introduces students to the range of ways in which societies are organized according to gender in a global historical context. It critically examines and analyzes the complex and multiple questions related to women's lives taking into consideration social, economic, political, psychological and historical realities globally.

### **SOCI 6345 Social Stratification (3)**

This course examines the central debates about stratification and social mobility in contemporary societies. Students are introduced to the high level concepts and theories of social inequality, the key methodological issues in stratification research, and the main empirical results as well as to the interconnections among race, class and gender.

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# Appendix A

## General Financial Aid Information

### The Application Process

The University of Texas of the Permian Basin encourages students who wish to attend college and who do not have the financial resources available to pay the cost of higher education to seek assistance through The University of Texas of the Permian Basin, Office of Student Financial Aid. The Office of Student Financial Aid operates to assist students seeking a degree or certification from

UT Permian Basin in obtaining the necessary resources from federal, state, and private sources.

To obtain financial assistance, the University requires all financial aid applicants, both graduate and undergraduate, to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is required for all need-based aid programs, including Federal Title IV grants and loans, Federal Work-Study, and state grants, loans and work-study. Some local scholarship funds also rely on data provided through the FAFSA. The Office of Student Financial Aid strongly encourages all students to complete the FAFSA each year. Federal requirements also stipulate that a person applying for financial assistance funded by state revenue must register with the Selective Service Office or file a statement that he is exempt from the registration requirement in accordance with the provisions of Section 51.9095, Texas Education Code.

Because availability of funds in most programs is limited, applications should be completed as early as possible each year beginning in February. Applications completed prior to April 15 will be given priority consideration for available aid. After April 15, applications will be considered for remaining available aid on a first-come, first-served basis. Applications are not considered complete until all required forms are properly filled out and are in the Office of Student Financial Aid. In some cases, students may be required to submit supporting documentation to verify aid eligibility. When students are selected for verification, their applications will not be considered complete until the required supporting documentation is in the Office of Financial Aid and all data is correct.

### The Awarding Process

The Office of Student Financial Aid notifies students of what aid is being made available and how it will be disbursed by means of an award letter.

The award letter will list one or more programs of assistance in which funds are available to the student. Availability does not guarantee actual release of money. The student must complete any additional program applications (i.e., a student loan application), and meet enrollment and academic progress requirements before any checks can be released.

The award(s) listed on the award letter are referred to as an award "package." The number of awards in the package and the amount of each award are determined by the availability of funds at the time the student completes the application for aid and, for need-based aid, the results of the federal need analysis of the FAFSA application. Any student receiving non-need-based aid should notify the Office of Student Financial Aid as soon as possible so that the award can be included in the student's package. Failure to notify the office of all sources of assistance could result in an overaward and require the repayment of money already received. Repayment demands can create a severe financial hardship so it is advisable that the student report accurately all sources of assistance.

The University participates in a number of assistance programs to provide an optimum availability of help for students. These programs can be divided into four basic types of financial aid: grants, scholarships, loans, and employment. Grants and scholarships are gift awards that do not have to be repaid. Loans are monies that have to be repaid with interest, usually after completion of the program. Employment is part-time work, usually on campus, that is scheduled around the student's class schedule. Earnings from employment do not have to be repaid.

Listed below are brief descriptions of some of the programs in which the University participates. Funding of the different programs varies from year to year as do eligibility criteria and even the name of programs. Federal and state programs are

subject to frequent regulatory changes which supersede the information in this bulletin. For further information about these programs and other available assistance, contact the Office of Student Financial Aid.

Scholarships are gift aid that does not have to be repaid. The basic criterion for scholarship eligibility is academic success, although some scholarships also consider financial need or other qualities. Scholarships are often provided through the generosity of persons who have chosen to aid students through the establishment of an endowed scholarship or annual scholarship and eligibility for scholarship awards may be based on criteria outlined by the donor at the time the gift was made.

Grants are publicly funded programs that provide gift aid which does not have to be repaid. Grants are usually awarded on the basis of information received by UTPB when the student completes the Federal Free Application for Federal Student Aid (FAFSA).

The **Federal Pell Grant Program** is the largest of the gift aid programs under the Federal Title IV codes. It provides the foundation for all need-based assistance. Financial need is the single criterion used to determine the amount of the award, but students must also meet certain other stipulations to receive a Pell Grant. Pell grants are available only to undergraduates working on their first baccalaureate degree. To determine eligibility for the Pell grant, the student must first complete the Free Application for Federal Student Aid (FAFSA) and have the information sent to the Office of Financial Aid. Graduate students are not eligible for the Pell Grant.

The **Federal Supplemental Educational Opportunity Grant Program (FSEOG)** is designated to assist students with exceptional financial need. First preference for these awards is mandated by Federal regulation to go to Pell grant recipients. The FSEOG is available only to undergraduates.

The **Texas Public Educational Grant Program (TPEG)** is a state administered program for students. Eligibility is determined using information from the FAFSA need analysis. Priority consideration is given to full-time undergraduate students, but graduate students are eligible also.

The Texas Education Coordinating Board administers various tuition assistance programs including programs for teachers and vocational nursing students. Further information about these programs may be obtained by contacting the Financial Aid Office.

Student loans are available through a number of federal and state programs. Loans differ in interest rates, terms of repayment, and provisions for in-school deferments. Student loans are not gift aid and must be repaid.

The Direct Federal Loan Program (subsidized) provides guaranteed student loans to students at a low variable interest rate. The Federal government pays the interest on these loans while the borrower is enrolled in school. Eligibility for a subsidized Federal Stafford Loan is determined through the FAFSA need analysis. All other Direct loans are unsubsidized. This means that the borrower begins paying interest on the loan at the time the loan is made. In most cases, the principal can be deferred during enrollment periods. Unsubsidized loans can be used to meet the Expected Family Contribution (EFC) calculated in the FAFSA need analysis. The EFC is that portion of the student's family income which should be available to help pay a portion of the student's educational costs.

The University provides a limited number of jobs on campus to currently enrolled students. Eligibility for federal or state programs is determined by the FAFSA need analysis. Earnings are to be used to help pay for the student's education expenses (tuition, fees, books, and living expenses).

The **Federal Work-Study Program** provides on-campus employment opportunities for students to work as professional assistants, in the library, in student services, and in many other locations throughout the University. Because it is a need-based program eligibility is determined from the FAFSA application. The number of hours per week is determined by the student's award amount, but students may not work over 19 hours per week. Pay is based on a sliding scale, but no one receives less than minimum wage. Both graduates and undergraduates may receive Federal Work-Study awards. <http://ss.utpb.edu/financial-aid/types-of-financial-aid/work-study>.

**Regular Student Employment** is sometimes available through individual departments. These part-time jobs are not related to the need-based awards, and the employing department has considerable latitude in meeting personnel needs. Application is made at the department level. Students may not work over 19 hours per week.

### **Satisfactory Academic Progress**

Although state and national policy has established many objectives for student financial aid programs, one clear purpose is to fund only students who meet certain academic standards. Institutions are therefore required by law to formulate standards to gauge the progress of students receiving federal and state financial aid by applying both qualitative and quantitative measurements to academic work. A maximum time limit for the completion of a degree and a minimum cumulative grade point average (CGPA) are used by the University to measure satisfactory academic progress. Most private and institutional scholarships have specific academic and enrollment standards required for renewal or continuance of the award, if renewal is allowed.

The qualitative standard of satisfactory academic progress is measured by the cumulative grade point average (CGPA) of courses taken at UT Permian Basin. Each financial aid recipient's academic record is reviewed at the end of each spring term to measure the student's qualitative academic progress.

Graduate students are required to maintain a minimum CGPA of 3.00 each semester they are enrolled. Students falling below this minimum CGPA will be suspended from financial aid.

The University has established a quantitative measurement of academic progress toward completion of a student's degree or certification program. Federal Title IV regulations state that student eligibility cannot extend past 150% of the stated length of a student's program of study. A student's entire enrollment history is considered when evaluating academic progress within the established time frame, whether or not aid has been received previously. At the end of the semester in which the maximum number of allowed hours has been attempted the student loses eligibility for financial aid.

In addition to the overall time frame, a graduate student must also be making progress toward completing the program by completing the number hours attempted each year. Hours are those semester credit hours which are counted in determining a student's enrollment status. Courses in which a "W", "WP", "WF", "D", "F", "U" or "Z" has been recorded may be repeated once and be included as hours for financial aid (i.e., in the 9+ hours for full-time enrollment).

A quantitative measurement of academic progress will be made annually for all financial aid recipients. At the end of the spring semester a student must have successfully completed a minimum of seventy-five percent (75%) of all course enrollments attempted at UT Permian Basin. Any student who falls below the minimum completion rate of 75% will be placed on Financial Aid Suspension until the ratio of completed to attempted hours is again at or above 75%. Courses with a recorded grade of "F", "U", "W", "Z" or "PR" are not considered successfully completed. Students are permitted to use summer enrollments to make up credit hour deficiencies. Only enrollments attempted and successfully completed at UT Permian Basin will be considered in academic progress. Courses repeated or transferred from other institutions are not considered in measuring academic progress except for monitoring the overall time frame for completion of a student's program of study.

Students who have lost eligibility to receive financial aid as a result of Financial Aid Suspension must attain the minimum standards of satisfactory academic progress before becoming eligible for aid.

The University recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student who is not making academic progress will be put on warning for the first semester. If the following semester, the student has not made academic progress, they will be put on financial aid suspension. While on suspension, a student may not receive any financial aid. Any student subject to suspension of financial aid eligibility may appeal to the Financial Assistance Committee (FAC) for a review of the decision. The appeal must be submitted in writing and include in the request an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not achieved, and how the situation has been rectified so that it will not happen again. The Financial Assistance Committee shall have the authority to uphold or overturn the suspension. The FAC shall also have the authority to place conditions upon the receipt of any financial aid for those cases where aid is reinstated. The student will be notified by the Director of Financial Aid in writing of the FAC's decision.

As an institution participating in programs under Title IV of the **Higher Education Act of 1965** as amended (hereinafter referred to as the "Act"), The University of Texas of the Permian Basin is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A student who withdraws prior to that time is entitled to a refund of tuition, fees, room and board, and other charges that is the larger of the amount provided for in Section 54.006, Texas Education Code, or a Return to Title IV calculated pursuant to Section 484B of the Act, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of five percent, or one hundred dollars. If the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

#### **Off-campus employment**

The PASS Office continually posts employment opportunities off campus. This office provides this as a service to both the student and the employer.

#### **Veterans Education Benefits**

The University participates in all aspects of the Veterans Administration programs available to returning veterans enrolling as students. A veteran's advisor under the auspices of the Veterans Administration Program is available for individual consultation and assistance on the UT Permian Basin campus. The advisor is located in the Registrar's Office.

#### **Hazlewood Act for Texas Veterans**

The Texas State Legislature established a tuition and fees waiver program to assist Texas veterans who have exhausted their eligibility for educational benefits under the G.I. Bill and are not eligible for Federal Title IV grants-in aid. Veterans who qualify will receive a waiver of all tuition charges and specified fees. Contact the Office of Financial Aid for further information about the Hazlewood Act and other eligibility criteria.

#### **Texas Rehabilitation Assistance for Students**

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and nonrefundable fees to students having certain disabling conditions provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are: orthopedic deformities, emotional disorders, diabetes, epilepsy, and heart conditions. Other services are also available to assist handicapped students in becoming employable. Application for such service should be made to: **Texas Rehabilitation Commission; 419 W. 4th Street, Suite 701; Odessa, Texas 79761**

#### **Graduate Scholarships and Assistantships**

A limited number of scholarships and assistantships are available for graduate students. Contact the Graduate Studies office for current information on availability, current funding amounts, and applications.

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# Key Phone Numbers:

Accounting .....	432-552-2706
Admissions .....	432-552-2605
Bookstore .....	432-552-2721
Educational Certification .....	432-552-2121
Financial Aid .....	432-552-2620
Foreign Student Advisor .....	432-552-2605
Graduate Studies .....	432-552-2530
Gymnasium .....	432-552-2336
Housing .....	432-552-2743
Library .....	432-552-2370
P.A.S.S. ....	432-552-2630
Police Administration .....	432-552-2780
Public Affairs & Information.....	432-552-2805
Registrar.....	432-552-2635
Section 504/A.D.A. Compliance Officer.....	432-552-2630
Snack Bar.....	432-552-2737
Student Programs .....	432-552-2650
Veteran's Representative .....	432-552-2641
College of Arts & Sciences.....	432-552-2220
Department of Behavioral Science.....	432-552-2325
Department of Humanities & Fine Arts.....	432-552-2280
Department of Science & Mathematics.....	432-552-2230
School of Business.....	432-552-2170
School of Education.....	432-552-2120
UTPB Home.....	<a href="http://www.utpb.edu">http://www.utpb.edu</a>
Graduate Studies Home Page .....	<a href="http://www.utpb.edu/gradstudies">http://www.utpb.edu/gradstudies</a>
Graduate Studies E-Mail.....	<a href="mailto:gradstudies@utpb.edu">gradstudies@utpb.edu</a>



**Mailing Address:**

(Name of Person or Office)  
The University of Texas of the Permian Basin  
4901 E. University Blvd.  
Odessa, Texas 79762-0001

**PLEASE PRINT**

1. **NAME** \_\_\_\_\_ SOCIAL SECURITY NO \_\_\_\_\_ - -  
(FULL LEGAL NAME) Last Name First Middle (OPTIONAL)

**E-MAIL ADDRESS** \_\_\_\_\_

Other name(s) that might appear on transcript(s) \_\_\_\_\_

2. **Current Address** \_\_\_\_\_  
Street or P.O.Box No. City County State Zip Code

Give your permanent address \_\_\_\_\_  
Street or P. O. Box No. City County State Zip Code

How long have you lived at your current address? \_\_\_\_ years \_\_\_\_ months

List previous addresses for the last 24 months: \_\_\_\_\_  
Street or P.O.Box No. City County State Zip Code From (date) to (date)

Street or P.O.Box No. City County State Zip Code From (date) to (date)

3. Home Phone (\_\_\_\_) \_\_\_\_\_ 4. Business Phone (\_\_\_\_) \_\_\_\_\_ Ext. No \_\_\_\_\_

5. Employer \_\_\_\_\_ Address \_\_\_\_\_

6. Emergency Contact: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

7. **Enrollment Status:** Expected Date of Enrollment  1 Fall \_\_\_\_\_  2 Spring \_\_\_\_\_  3 SSI \_\_\_\_\_  4 SSII \_\_\_\_\_  
 New Student  Former Student Date of Last Enrollment \_\_\_\_\_  Currently Enrolled  Applied Previously, Never Registered  
 Enroll concurrently for BBA and MPA

8. As a Graduate Student, I intend to work toward a Master's Degree in (Check one choice only):

- |   |  |  |
|---|--|--|
| <p><b>MASTER OF ARTS</b></p> <p><input type="checkbox"/> English<br/> <input type="checkbox"/> History<br/> <input type="checkbox"/> Psychology: ____ Clinical or ____ Applied<br/> <input type="checkbox"/> Spanish (please check one)</p> | <p><b>MASTER OF ARTS IN EDUCATION</b><br/> Option (Check one choice only):</p> <p><input type="checkbox"/> Bilingual/ESL<br/> <input type="checkbox"/> Educational Leadership<br/> <input type="checkbox"/> Counseling<br/> ____ School (please check one)<br/> ____ Community</p> | <p><b>MASTER OF SCIENCE</b></p> <p><input type="checkbox"/> Biology<br/> <input type="checkbox"/> Computer Science<br/> <input type="checkbox"/> Criminal Justice Administration<br/> <input type="checkbox"/> Geology<br/> <input type="checkbox"/> Kinesiology<br/> <input type="checkbox"/> Kinesiology On-Line</p> |
|---|--|--|

**MASTER OF:**  
 BUSINESS ADMINISTRATION  BUSINESS ADMINISTRATION ON-LINE  PROFESSIONAL ACCOUNTANCY  PUBLIC ADMINISTRATION

I am not seeking a specific degree or certification, but intend to study in the following area \_\_\_\_\_  
 I intend to work toward a professional certification (Check one of the following):

**EDUCATION CERTIFICATIONS:**  Grades EC-6  Grades 4-8  Secondary  All Level  Counseling  Educational Diagnostician  
 Superintendent  Reading Specialist  Reading Recovery  Principal

**EDUCATION SUPPLEMENTS:**  Special Education  Bilingual  ESL

**CAREER CERTIFICATION:**  Certified Public Accountant Exam  Certified Management Accountant  Professional Counselor License

The following information is requested in order that U.T. Permian Basin may demonstrate its compliance with Title VI of the 1964 Civil Rights Act. This is based on Federal Affirmative Action reporting requirements and will neither enhance nor impede your receipt of favorable admission consideration.

9. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ 10. Place of Birth \_\_\_\_\_

11. Resident Alien No \_\_\_\_\_ Date Obtained \_\_\_\_\_ Place Obtained \_\_\_\_\_
12. Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  
 Yes  No  
 Please select the racial category or categories with which you most closely identify. Check as many as apply.  
 American Indian or Alaska native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White
13. Sex  Male  Female      14.  Single  Married      15. U.S. Citizen?  Yes  No

**NOTE:** Requesting transcripts is the responsibility of each student. Degree and teacher certification seeking students must submit transcripts from ALL colleges attended. Non-degree students should submit a transcript from where the highest degree was earned.

16. Date TASP / THEA Test Taken \_\_\_\_\_ Scores: Writing \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_

**NOTE:** This is NOT an admission requirement but teacher certification candidates are required to pass all three sections of TSI exam for certification purposes.

**NOTE:** Requesting transcripts is the responsibility of each student. Degree and teacher certification seeking students must submit transcripts from ALL colleges attended. Non-degree students should submit a transcript from where the highest degree was earned.

**RESIDENCY FORM SHOULD BE COMPLETED AND SUBMITTED WITH THIS APPLICATION**

17. List ALL colleges/universities previously attended regardless of type or length of enrollment.

COLLEGE/UNIVERSITY & LOCATION	CURRENTLY ATTENDING	DATES ATTENDED	*PROBATION SUSPENSION HOLD	DEGREE(S) OR HOURS	DATE DEGREE RECEIVED/ EXPECTED

\* If on probation, suspension or hold, please explain: \_\_\_\_\_

**18. GRADUATE LEVEL ADMISSION EXAMINATIONS:** Required for all students applying to a Masters Degree Program. Official copies must be filed with the University. Students pursuing the MBA must take the GMAT. All other graduate students are required to take the GRE. This requirement is waived if you have a prior Master's Degree.

Have you taken a graduate level admission exam?  YES  NO Which one?  GRE  GMAT DATE OF TEST: \_\_\_\_\_

When do you plan to take this exam (DATE)? \_\_\_\_\_

**NOTE:** Requesting scores is the responsibility of the student. They cannot be released to the university without student request.

I certify that I am in good standing at the institutions previously attended or now qualify for readmission. The information I have given is correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations of U.T. Permian Basin.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\*\*\*\*\*

**FOR OFFICE USE ONLY**

DATE:	LETTER #	TERM	RESIDENT	NON-RESIDENT
-------	----------	------	----------	--------------

**Core Residency Questions**

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

**PART A. Student Basic Information. All Students must complete this section.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

**PART B. Previous Enrollment (For all students)**

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?  Yes  No \_\_\_ If you answered "no", please continue to **Part C**.

If you answered "yes", complete questions 2-5:

2. What Texas public institution did you last attend? (Give full name, not just initials.)  
\_\_\_\_\_

3. In which terms were you last enrolled? (check all that apply)  Fall 201\_\_\_\_  Spring 201\_\_\_\_

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state)?  
 resident (in-state)  non-resident (out-of-state)  unknown

5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?  
 resident  non-resident with a waiver  unknown

**IMPORTANT: If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to Part I, sign and date this form and submit it to your institution. If you were not enrolled, or if you were enrolled but classified as a nonresident, proceed to Part C.**

**PART C. Residency Claim.**

Are you a resident of Texas?  Yes  No If you answered yes, continue to **Part D**.

If you answered NO, complete the following question and continue to **Part I**.

Of what state or country are you a resident? \_\_\_\_\_ If you are uncertain, continue to **Part D**.

**PART D. Acquisition of High School Diploma or GED.**

	Yes	No
1. a. Did you graduate from high school or complete a GED in TX?		
b. If you graduated from high school, what was the name and city of the school?		
2. Did you live in TX the 36 months leading up to high school graduation or completion of the GED?		
3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?		
4. Are you a U.S. Citizen or Permanent Resident?		

**Instructions to Part D.:**

- ◆ If you answered "no" to question 1a or 2 or 3, continue to **Part E**.
- ◆ If you answered "yes" to all four questions, skip to **Part I**.
- ◆ If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete a copy of the **Affidavit** in Chart III, provided as an Attachment to this form, skip to **Part I** of this form, and submit both this form and the affidavit to your institution.

**PART E. Basis of Claim to Residency. TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER "YES" TO QUESTIONS 1a, 2, AND 3 OF PART D.**

1. Do you file your own federal income tax as an independent tax payer?  Yes  No
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian?  
 Yes  No (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)
3. If you answered "No" to both questions above, who provides the majority of your support?  
 Self  Parent or Guardian  Other (list): \_\_\_\_\_

*Instructions to Part E.*

- ◆ If you answered "yes" to question 1, continue to **Part F**.
- ◆ If you answered "yes" to question 2, skip to **Part G**.
- ◆ If you answered "no" to 1 and 2 and "self" to question 3, continue to **Part F**.
- ◆ If you answered "no" to 1 and 2 and "parent or guardian" to question 3, skip to **Part G**.
- ◆ If you answered "no" to 1 and 2 and "other" to question 3, skip to **Part H** and provide an explanation, and complete Part I.

**PART F. Questions for students who answered "Yes" to Question 1 or "Self" to Question 3 of PART E.**

	Yes	No	Years	Mo.	Visa/Status
1. Are you a U.S. Citizen?					
2. Are you a Permanent Resident of the U.S.?					
3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).					
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in Part H.	Yes	No			
6. a. If you currently live in Texas, how long have you been living here?  b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.			Months	Years	
	Go to College [ ]		Establish/maintain a home [ ]	Work Assignment [ ]	
7. If you are a member of the U.S. military, is Texas your Home of Record? What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?	Yes	No			
	State				
				Yes	No
8. Do any of the following apply to you? (Check all that apply)					
a. Hold the title to real property (home, land) in Texas? If yes, date acquired: _____					

b. Own a business in Texas? If yes, date acquired: _____		
c. Hold a state or local license to conduct a business or practice a profession in TX? If yes, date acquired: _____		
9. For the past 12 months, have you: (Check all that apply)		
a. been gainfully employed in TX?		
b. received services from a social service agency that provides services to homeless persons?		
10. a. Are you married to a person who could answer "yes" to any part of question 8 or 9?		
b. If yes, indicate which question could be answered yes by your spouse:		
	<b>Years</b>	<b>Months</b>
c. How long have you been married to the Texas resident?		

Skip Part G and Continue to Part H.

**PART G. Questions for students who answered "Parent" or "Legal Guardian" to Question 3 of PART E.**

	Yes	No	Years	Mo.	Visa/Status
1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)					
4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Does this parent or legal guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his/her employer or other temporary purpose, please explain in Part H.					
6. a. If he or she is currently living in Texas, how long has he or she been living here?			Months	Years	
b. What is your parent's or legal guardian's main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.	Go to College [ ]		Establish/maintain a home [ ]		Work Assignment [ ]
7. If he or she is a member of the U.S. military, is Texas his or her Home of Record?					
What state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement?	State				

	YES	NO
8. Do any of the following apply to your parent or guardian? (Check all that apply)		
a. Hold the title to real property (home, land) in Texas? If yes, date acquired: _____		
b. Own a business in Texas? If yes, date acquired: _____		
c. Hold a state or local license to conduct a business or practice a profession in TX? If yes, date acquired: _____		
9. For the past 12 months, has your parent or guardian: (Check all that apply)		
a. been gainfully employed in TX?		
b. received services from a social service agency that provides services to homeless persons?		
10.		
a. Is your parent or legal guardian married to a person who could answer "yes" to any part of question 8 or 9?		
b. If yes, indicate which question could be answered yes by your parent or guardian's spouse:	<b>Question:</b>	
c. How long has your parent or guardian been married to the Texas resident?	<b>Months</b>	<b>Years</b>

**Part H. General Comments.** Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

**PART I. Certification of Residency. All students must complete this section.**

I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/ university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_









