Project South Texas
Academic Administration Working Groups
FINAL Report

February 14, 2014

Working Group Name	Academic Policies
Working Group Co-Chairs	Janna Arney (UTB), Kristin Croyle (UTPA)
Working Group Members	• Kristin Croyle, Vice Provost for Undergraduate Education and Dean of the University College (UTPA) • Janna Arney, Associate Provost for Faculty and Academic Affairs (UTB) • Sylvia Saenz, Director, Office of Graduate Studies (UTPA) • Perla Martinez, Graduate Studies Program Coordinator (UTB) • Reynaldo Santiago, Professor of Art (UTPA) • Zhijun Qiao, Professor of Mathematics (UTPA) • Mark Horowitz, Associate Professor of Sociology and Chair of the Academic Standards and Student Records Committee (UTB) • Jeff Rhodes, University Registrar (UTPA) • Esteban Martin, Assistant Registrar (UTB) • Jerry Martinez, Assistant Registrar (UTB) • Magdalena Hinojosa, Senior Associate Vice President for Enrollment Services (UTPA) • Sylvia Leal, Vice President for Enrollment Services (UTB)

EXECUTIVE SUMMARY AND INTRODUCTION

The Academic Policies Working Group framed their discussions with the following philosophy in mind:

> *It is the responsibility of UTRGV to ensure that academic policies and practices are designed to promote, and never hinder, a student's academic progress and success. All policy decisions must be data-driven and student-centered.*

In addition, the Working Group used the UTRGV guiding principles as the foundation for its discussions, with a specific focus on the following guiding principles:

- re-designing processes to increase productivity and promote a student- and service-centered mode of operation
- promoting access to postsecondary education to a diverse student body
- integrating next generation technology

The Academic Policies Working Group is comprised of 12 members, all of who have direct line responsibility for the adoption and/or enforcement of academic policies on their respective campuses: five representatives from Enrollment Management, two representatives from the Offices of Graduate Studies, three faculty who serve on academic policy committees, and two academic affairs administrators.

The Working Group began by inventorying innovative initiatives currently in place at one campus or the other, but then focused its efforts on published research of best practices and high impact policies and practices in place at peer and aspirant institutions.

Three specific themes continued to surface in the group's discussions. The need for UTRGV to have an established protocol in place to (1) identify the academic policies that present barriers to students; (2) rationalize and adopt policies for the new university; and (3) use data to measure the effectiveness of existing academic policies. Such a protocol must be in place prior to the first registration period for UTRGV and prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

(1) Identify the academic policies that must be in place for UTRGV, including those that may present barriers to students

The Working Group reviewed the most common policies that impact access to the university and impact the student's experience while at the university. Included in Appendix B is a listing of both UTB's and UTPA's undergraduate academic policies and in Appendix C is a listing of UTB's and UTPA's graduate academic policies.

(2) Rationalize and adopt policies for UTRGV

The Working Group recommends that each of the campuses' standing committees, or a subset of such, be responsible for reviewing academic policies be asked to work together to make recommendations for UTRGV based on the research already conducted by the Working Group members. Policies specific to graduate students should be considered by the graduate faculty councils. The deadline for these groups to submit their final recommendations should be prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

(3) Use data to measure the effectiveness of academic policies:

All academic policies, much like academic programs, should be on a review cycle where each is evaluated for its effectiveness in achieving the desired goal. Those in direct contact with students should continue to serve in advisory roles on the relevant academic policy committees. This collaboration between staff and faculty will ensure that review and revisions are completed in a timely fashion and based on UTRGV student data.

Lastly, the Working Group recommends the following innovations be adopted and implemented at UTRGV prior to the first registration period for UTRGV and prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

- Group undergraduate students into "time" cohorts, like morning, afternoon, late afternoon, and evening rather than the traditional cohorting of students into a shared course sequence.
- Offer shortened semester lengths (7.5 weeks, 5 weeks) with stacked classes within a long semester.
- Offer expanded cohort and scheduling options for graduate students.
- Register students for an entire year of study rather than semester by semester.
- Streamline policies for granting credit for non-traditional learning (by exam, previous learning, military training, etc.).
- Adopt best-in-field enrollment management technologies.
- Build institutional priorities into the academic calendar by blocking dates for institutional priorities.
- Automatically award degrees to students who have completed their declared program of study.
- Install seamless transfer arrangements (effective articulation agreements) with all Valley community colleges.

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FINDINGS

Innovative Initiatives

The following initiatives are believed to be priorities for UTRGV. Some are highly innovative in comparison to other institutions of higher education while others are considered best practices in higher education and are at different levels of adoption across the country. In all cases, the Working Group believes these to be innovative in that they are considered to be low investment, high yield initiatives. These are based on research published by the Education Advisory Board and Complete College America as well as ideas generated from successes at other institutions of higher education. All of these initiatives are recommended for adoption prior to registration of the inaugural class.

- Group undergraduate students into "time" cohorts, such as morning, afternoon, late afternoon, and evening rather than the traditional cohorting of students into a shared course sequence. We recommend that students be able to elect into a time block or cohort. If they choose to do so, they would be given priority or guaranteed access to courses in their degree plans that are offered within the time block that they have elected.
    - Benefit to students: allows for more targeted alignment of support services designed to address the specific needs of cohort students. Cohorting is a well-documented retention strategy. Research results of current UTB and UTPA student time preferences can be found in Appendix A. It also provides greater predictability in course schedules from semester to semester for students who are trying to balance course, family, and work demands.
    - Benefit to UTRGV: time cohorts rather than the traditional course sequence cohorts render greater space efficiencies and provide greater flexibility for students who enter the university with an array of credits from high school. Today's freshmen profile makes one-size-fits-all freshmen course cohorts difficult to predict.

- Offer shortened semester lengths (7.5 weeks, 5 weeks, 15 weeks) with stacked classes within a long semester
    - Benefit to students: allows students to progress through the same number of courses in a semester while focusing their efforts on only one or two subjects at a time. Also allows students to complete courses that are in a prerequisite sequence in a shorter period of time, such as two courses within one long semester instead of across two long semesters.
    - Benefit for UTRGV: allows students to retake unsuccessfully completed prerequisite courses within a given semester.
    - Challenge for institution: requires sophisticated technology solution to coordinate varying registration periods and non-traditional financial aid award periods.

- Offer expanded cohort and scheduling options for graduate students
    - Benefit to student: provides students more options to better meet their personal and professional goals. Recommend the development of defined teacher tracks, cohort scheduling, hybrid scheduling of specific graduate programs, seven-week scheduling for designated graduate programs, and Day/Evening/Weekend scheduling for designated graduate programs, and online delivery of all professional graduate programs.
    - Benefit to UTRGV: offers students expanded options and the flexibility they demand which would serve as a valuable recruiting tool in the competitive graduate market.

- Register students for an entire year of study rather than on a semester by semester basis
    - Benefit to students: allows students to identify their academic life as high priority among competing work and family concerns.
    - Benefit to UTRGV: with sophisticated technology solutions, shares specific course data needed by existing and incoming students with departments in a timely fashion thus allowing departments to better deploy their existing resources and to make more timely hiring decisions. This of course benefits the institution's budgeting efforts.

  - Challenge for institution: requires sophisticated technology solution to predict with certainty the institution's current composition of students and exact degree requirements needed on a semester by semester basis for each student. This data must be communicated to faculty in a timely manner and a high degree of accuracy so that year-long planning has the desired effect.

- Streamline policies for granting credit for non-traditional learning (by exam, previous learning, military training, etc.)
  - Benefit to students: allows students to receive credit for learning outside the classroom thus shortening their time to graduation as appropriate – See Appendix B for a specific recommendation on an institutional policy.
  - Benefit to UTRGV: if developed seamlessly with clear parameters, offers students the option for credit for learning outside the classroom that would serve as a valuable recruiting tool.

- Adopt best-in-field enrollment management technologies
  - Benefit to student: leverages technology to provide optimum customer service and just-in-time information for students; for example, course scheduling software can effectively address the number one complaint of students – not getting the classes when and how they need them to stay on track for graduation.
  - Benefit to UTRGV: technology solutions can ensure that faculty, chairs, and staff are provided with the data needed to make informed decisions.

- Build institutional priorities into the academic calendar by blocking dates for institutional priorities, such as assessment
  - Benefit to UTRGV: having institutional priorities recognized on the calendar allows a campus to plan strategically as a cohesive unit. UTPA currently accomplishes this by building in study days prior to final exams.

- Automatically award degrees to students who have completed their declared program of study
  - Benefit to student: eliminates the need for UTRGV students to apply for graduation. Instead students will be automatically recognized at the time of completing their degree requirements. Prior to that, once the student has completed 90 hours of coursework toward his declared degree, students will be alerted to their status and will be given their graduation date. Graduation fees will be assessed at the time of initial enrollment to promote a graduation mindset. Final certification of the degree will be completed after commencement and posted as appropriate.
  - Benefit to UTRGV: provides greater resource utilization by eliminating graduation rush periods and ensures timely graduation for eligible students.

- Install seamless reverse transfer arrangements with all Valley community colleges
  - Benefit to student: receives earned credential seamlessly without student intervention.
  - Benefit to UTRGV: meets a state mandate by seamlessly notifying the community colleges of completed credits for all students who previously attended.

RECOMMENDATIONS

Key Recommendations

Three specific themes continued to surface in the group's discussions. The need for UTRGV to have an established protocol in place to (1) identify the academic policies that present barriers to students; (2) rationalize and adopt policies for the new university; and (3) use data to measure the effectiveness of existing academic policies. Such a protocol must be in place prior to the first registration period for UTRGV and prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

(1) Identify the academic policies that must be in place for UTRGV, including those that may present barriers to students

The Working Group reviewed the most common policies that impact access to the university and impact the student's experience while at the university. Included in Appendix B is a listing of both UTB's and UTPA's undergraduate academic policies and in Appendix C is a listing of UTB's and UTPA's graduate academic policies.

Some of the specific recommendations of the Working Group for several but not all of the included policies are listed as Academic Policy Recommendations. These recommendations are based on a review of UTB's and UTPA's existing policies, research of best practices in higher education and lively discussions. However no recommendations listed in this document are binding. They are simply advisory. This is not an exhaustive list but one that will start the discussions at the campus level.

(2) Rationalize and adopt policies for UTRGV

The Working Group recommends that each of the campuses' standing committees, or a subset of such, be responsible for reviewing academic policies be asked to work together to make recommendations for UTRGV based on the research already conducted by the Working Group members. Policies specific to graduate students should be considered by the graduate faculty councils. The deadline for these groups to submit their final recommendations should be prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

UTPA's Academic Policy committee, UTB's Academic Standards and Student Records committee, and the graduate faculty councils can then forward their final recommendations to the Provosts with final recommendations forwarded to UTS. The notification of all academic policy revisions will be communicated campus-wide by the Provost's Office.

(3) Use data to measure the effectiveness of academic policies:

All academic policies, much like academic programs, should be on a review cycle where each is evaluated for its effectiveness in achieving the desired goal. Those in direct contact with students should continue to serve in advisory roles on the relevant academic policy committees. This collaboration between staff and faculty will ensure that review and revisions are completed in a timely fashion and based on UTRGV student data.

Lastly, the Working Group recommends the following innovations be adopted and implemented at UTRGV prior to the first registration period for UTRGV and prior to the first publication of the UTRGV 2015-2016 undergraduate and graduate catalogs.

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Appendices

Appendix A – Course Scheduling Survey

Appendix B – UTB and UTPA Undergraduate Policies

Appendix C – UTB and UTPA Graduate Policies

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Appendix A
Course Scheduling Survey

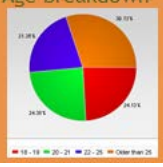
Scheduling Preferences

Comparison of UTB and UTPA practices and student preferences

Survey Results

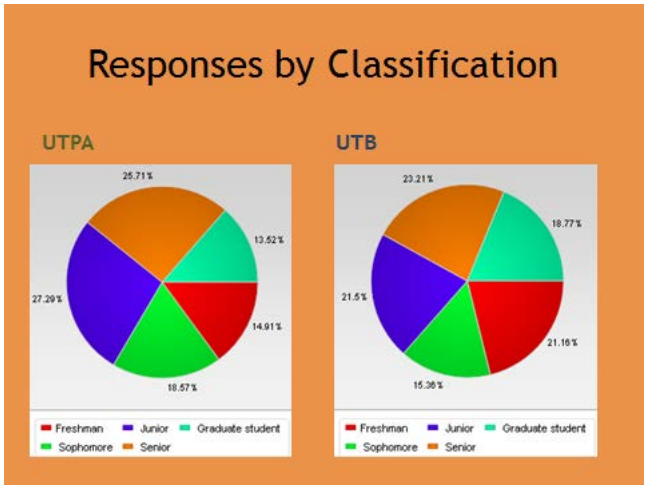
UTPA

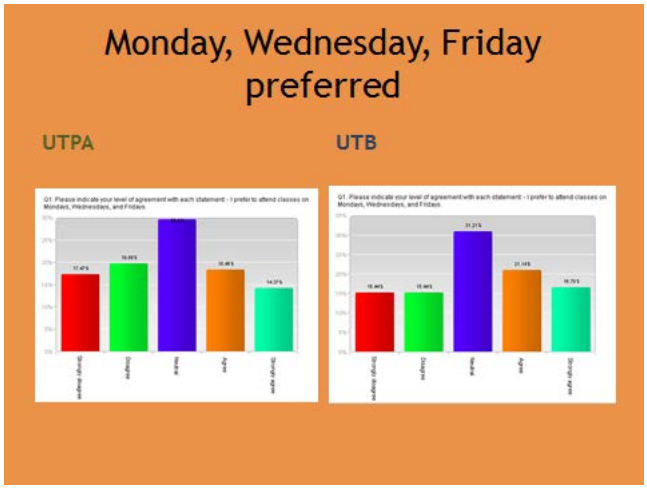
- Response rate = 9.27% (1,583 total complete responses from entire student body)
- 63% of respondents were full-time students
- Gender 65.7% F : 34.3% M
- Age breakdown

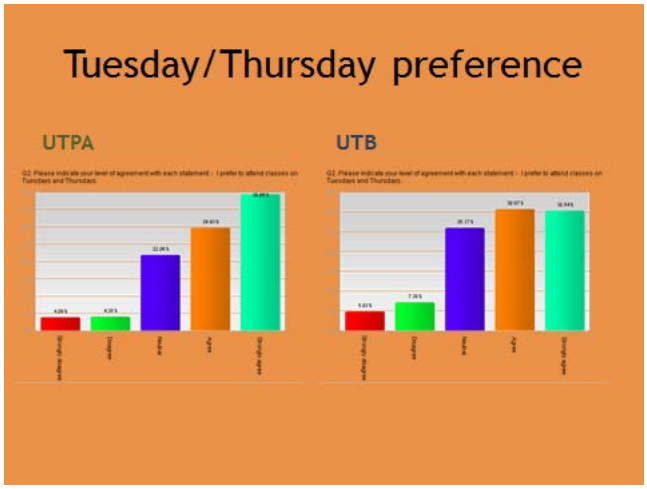


UTB

- Response rate = 3.68% (293 total complete responses from entire student body)
- 56% of respondents were full-time students
- Gender 63.8% F : 36.2% M
- Age breakdown


Responses by Classification
UTPA
25.71%
13.52%
27.29%
14.91%
18.57%
Freshman
Junior
Graduate student
Sophomore
Senior
UTB
23.21%
18.77%
21.5%
21.16%
15.36%
Freshman
Junior
Graduate student
Sophomore
Senior


Monday, Wednesday, Friday preferred
UTPA
UTB


Tuesday/Thursday preference
UTPA
UTB

Once a Week

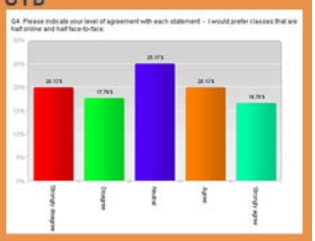
UTPA

UTB

Hybrid classes

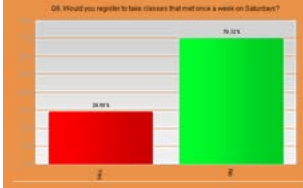
UTPA

UTB

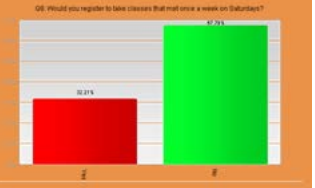


Saturday classes

UTPA



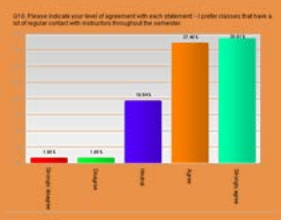
UTB



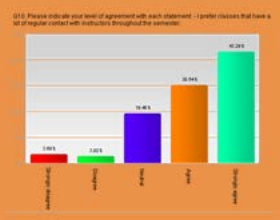
Sundays were an even more emphatic NO!

"Lot of regular contact"

UTPA



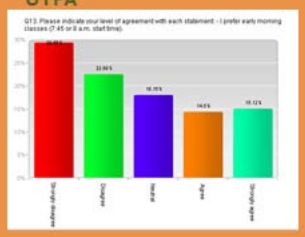
UTB



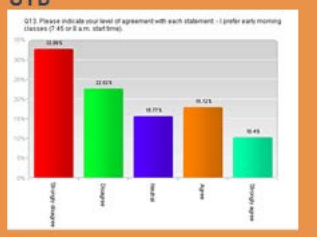
- *Asked in order to get an idea of MWF vs. TR pattern preference.*
- *Demonstrates students' desire for a key retention strategy - engagement with faculty.*

Early morning (7:45 or 8 a.m. start)

UTPA

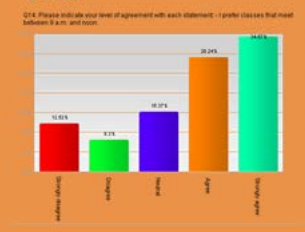


UTB

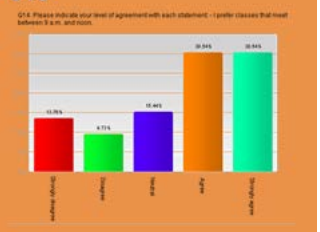


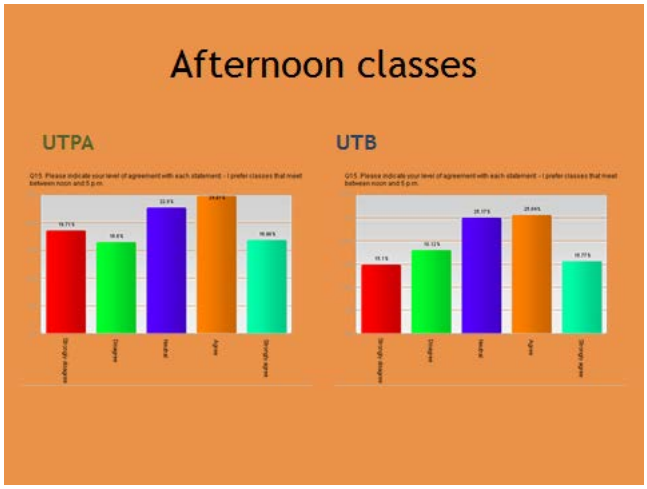
Morning (9 a.m. to noon)

UTPA

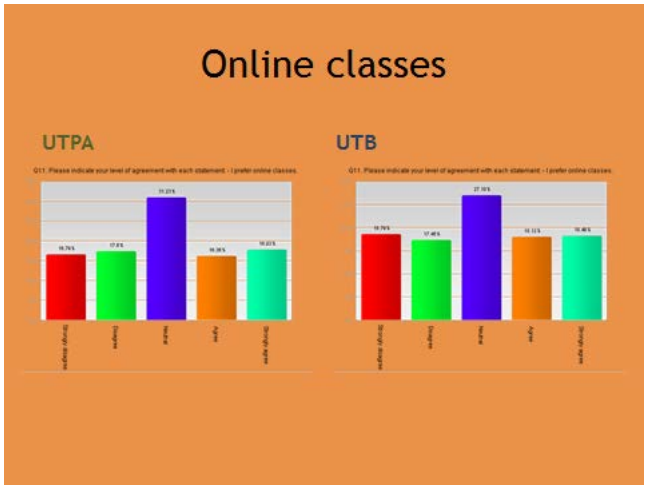


UTB




Afternoon classes
UTPA
UTB

Evening classes
UTPA
UTB


Online classes
UTPA
UTB

Most popular meeting patterns

UTPA

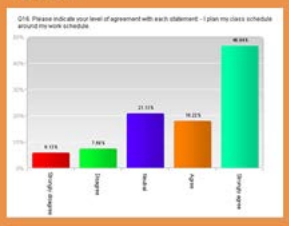
- 44% of our sections are offered in the following time slots:
- TR 1:10-2:25 pm
- TR 10:35-11:50 am
- TR 2:35-3:50 pm
- MW 1:10-2:25 pm
- TR 9:10-10:25 am
- MWF 9:45-10:35 am
- MWF 10:45-11:35 am
- MW 2:35-3:50 pm
- MWF 11:45-12:35 pm
- MWF 8:45-9:35 am

UTB

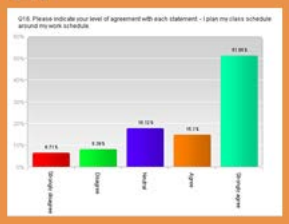
- 39% of our sections are offered in the following time slots:
- TR 10:50-12:05 pm
- TR 9:25-10:40 am
- M 7:15-10:00 p.m.
- MWF 9:00-9:50 am
- MWF 10:00-10:50 am
- TR 3:05-4:20 pm
- MWF 11:00-11:50 am
- TR 1:40-2:55 pm
- R 7:15-10:00 pm
- T 7:15-10:00 pm

Work trumps class

UTPA

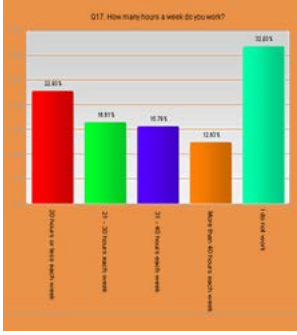


UTB

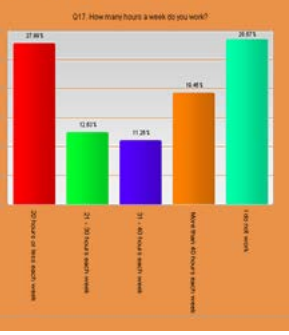


Hours Worked

UTPA

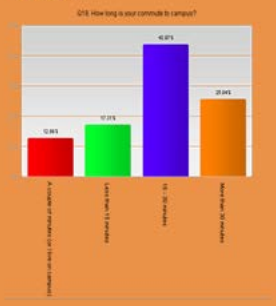


UTB

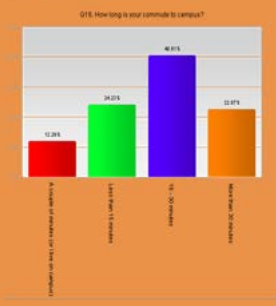


Commute

UTPA



UTB



Conclusions

- **We're not that different!**
- Focus on providing classes at times students want? OR Change the culture to spread out the offerings and maximize facility use? (new facilities or new paradigm?)
- *Work and transportation will continue to be an issue for our students.*

Recommendations

- Use of semester credit hour as academic unit of measure
- Use of a standard semester calendar, consisting of a 15-week fall semester (plus finals), 15-week spring semester, and an 11-week summer term
- The 11-week summer term may include shorter parts-of-term to facilitate unique program needs

Recommended Standard Semester Grid pt. 1

- MWF 8:00-8:50 am
- MWF 9:00-9:50 am
- MWF 10:00-10:50 am
- MWF 11:00-11:50 am
- MWF 12:00-12:50 pm
- MW 1:00-2:15 pm
- MW 2:25-3:40 pm
- MW 3:50-5:05 pm
- MW 5:15-6:30 pm
- MW 6:40-7:55 pm
- MW 8:05-9:20 pm
- TR 7:45-9:00 am
- TR 9:10-10:25 am
- TR 10:35-11:50 am
- *Noon activity period*
- TR 1:30-2:45 pm
- TR 2:55-4:10 pm
- TR 4:20-5:35 pm
- TR 5:45-7:00 pm
- TR 7:10-8:25 pm
- TR 8:35-9:50 pm

Recommended Standard Semester Grid pt. 2

Lectures meeting once per week

- M, W, or F 5:15-7:45 pm
- M, W, or F 8:00-10:30 pm
- T or R 5:35-8:05 pm
- T or R 8:15-10:45 pm
- S 8:00-10:30 am
- S 10:40 am - 1:10 pm
- S 1:20-3:50 pm

Labs

- M, T, W, R, or F 8:00-10:50 am
- M, T, W, R, or F 11:00-1:50 pm
- M, T, W, R, or F 2:00-4:50 pm
- M, T, W, R, or F 5:00-7:50 pm
- S 8:00-10:50 am
- S 11:00-1:50 pm
- S 2:00-4:50 pm

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Appendix B
UTB and UTPA Undergraduate Policies

The following is a partial inventory of academic policies and related procedures that relate to undergraduate students. Recommendations are listed for areas in which the working group reached consensus on a policy for UTRGV. However no recommendations listed in this document are binding. They are simply advisory. Consult the working group report for a recommended process for determining final academic policies for UTRGV.

Academic Calendar	
UTPA and UTB	Start and end dates for two years need to be determined. Along with "dead days", final exam schedule, and commencement dates.
RECOMMENDATION	During the long semesters, UTRGV will have finals beginning on Monday with the preceding Thursday and Friday as study days. Consider offering a summer schedule of one long summer term, two embedded short summer terms, and a short May term for study abroad and other special academic offerings.
ACADEMIC STANDING	
UTPA	Good academic standing = students need to maintain a UTPA GPA above 1.7 for freshmen, 1.8 for sophomores, and 2.0 for juniors and seniors. If GPA drops below that cutoff, may be placed on probation or suspension. Probation = GPA has fallen below the cutoff for good academic standing. Continued probation = already on probation and overall GPA has not improved beyond the cutoff for good academic standing BUT GPA for the last long semester (Fall or Spring) was 2.25 or above. Academic suspension = already on probation and overall GPA has not improved beyond the cutoff for good academic standing AND GPA for the last long semester (Fall or Spring) was below 2.25. Effective Fall 2014: Good standing = 2.0 for all classifications
UTB	Good academic standing = 2.0 cumulative GPA for all classifications. Probation = cumulative GPA falls below a 2.0. Students who earn at least a 2.0 GPA for the course work that semester can continue on probation or return to good standing if their cumulative GPA is 2.0. Academic suspension = Students already on probation who earn below a 2.0 GPA in subsequent semester are suspended and must wait until the end of the next long semester to return. A student returning from suspension: - will be placed on conditional probation. - must meet with an advisor.
RECOMMENDATION	UTRGV good academic standing = 2.0 cumulative GPA for all classifications. UTRGV probation = cumulative GPA falls below a 2.0. Students who earn at least a 2.0 GPA for the course work that semester can continue on probation or return to good standing if their cumulative GPA is 2.0. UTRGV academic suspension = students already on probation who earn below a 2.0 GPA in the subsequent semester are suspended and must wait until the end of the next long semester to return. Academic suspension appeals are reviewed by the admissions committee.
ATTENDANCE POLICY	
UTPA	When a student is absent excessively (when in the judgment of the instructor the student has missed more work than can be made up successfully), the student may be dropped from the course with a grade of DR. The Office of the Registrar will notify the student that he/she has been dropped from the course. A student who enrolls for a course and then does not attend is considered absent from class until the student officially drops the course. Policy also includes absences for religious holy days and university-sponsored activities.
UTB	Instructors report non-attendance during first 12 days of class. Registrar's Office is notified and students are voided/de-registered. Reporting of never attended also an option during grading. After ORD, instructors can request that student be withdrawn for excessive absences.
RECOMMENDATION	Instructors report non-attendance during first 12 days of class. Registrar's Office is notified and students are voided/de-registered. Reporting of never attended also an option during grading.

	After ORD, instructors can request that student be withdrawn for excessive absences.
BA v. BS – INSTITUTIONAL MEANING	
UTPA	No agreed upon institutional definition or requirements for standard meaning of BA versus BS degree.
UTB	No agreed upon institutional definition or requirements for standard meaning of BA versus BS degree.
RECOMMENDATION	No agreed upon institutional definition or requirements for standard meaning of BA versus BS degree.
CHANGE OF MAJOR POLICIES	
UTPA	Students wishing to change their major can download the form from the Office of the Registrar website. The completed form must be submitted to the Office of the Registrar for data entry.
UTB	Students are required to apply to certain college/school but not all college/schools require formal application. Can meet with an Academic Advisor at any point and change becomes effective immediately.
RECOMMENDATION	UTRGV students with 90+ hours will be required to receive approval from faculty and financial aid to ensure that students are well informed of the implications of changing the major; if change is processed after ORD, the change takes effect immediately. The process for changing a major will be online.
CLASS AUDIT	
UTPA	Students must obtain special permission from the instructor of record to audit or visit a class. Students who wish to audit graduate classes (5000-9000 level) must be eligible to enroll in the course for credit before they will be allowed to audit. Students auditing classes do not receive academic credit and do not have the course or courses listed on their academic record. One may enroll as an auditor at any time by: (1) obtaining a Class Audit Form from the Office of the Registrar, (2) having it approved by the instructor of the class to be audited, (3) paying the required fee at the Office of Payments and Collections, and (4) using the receipt as an admission card to the class. Such approval may be granted only when space is available and if the instructor permits the student to be a visitor. Instructors reserve the right to refuse any request to visit a course. Enrollment as an auditor does not permit the enrollee to take examinations, have tests or other papers checked by the instructor or to participate in the class discussion. Audited courses are not posted on the student's permanent record. Audit fees ($20 per course) are non-refundable and may not be appealed. Individuals who are not regularly enrolled students at the University are also eligible to audit classes subject to the regulations stated above.
UTB	Audit enrollment is on a space-available basis for courses that have been designated as suitable for audit by the Dean of the College or School. Not all courses are available for audit. Students may not enter courses for audit until the date specified on the Academic Calendar for the semester or term (until after the seventh class day of a long term has begun) during which the courses will be audited. Those who wish to audit should contact the appropriate instructor for departmental approval. The fee for audit enrollment is $50.00 per class. There is no charge for people 65 years and older. To qualify for this waiver, students must contact the Office of Financial Aid. Audit fees are nonrefundable. Audit students do not receive credit. An audit intention cannot be used to credit nor can credit courses be changed to audit. Audit work cannot be used towards diploma or degree requirements. Enrollment as an auditor does not permit enrollees to take examinations, have tests or other papers checked by the instructor, participate in required oral recitations or participate in other classroom evaluations or special activities.
RECOMMENDATION	Audit enrollment is on a space-available basis for courses that have been designated as suitable for audit by the Dean of the College or School. Not all courses are available for audit. Students may not enter courses for audit until the date specified on the Academic Calendar for the semester or term (until after the seventh class day of a long term has begun) during which the courses will be audited. Those who wish to audit should contact the appropriate instructor for departmental approval. The fee for audit enrollment was not recommended, but there was consensus it should be higher than $50.00. There is no charge for people 65 years and older. To qualify for this waiver, students must contact the Office of Financial Aid. Audit fees are nonrefundable. Audit students do not receive credit. An audit intention cannot be used to credit nor can credit courses be changed to audit. Audit work cannot be used towards diploma or

	degree requirements. Enrollment as an auditor does not permit enrollees to take examinations, have tests or other papers checked by the instructor, participate in required oral recitations or participate in other classroom evaluations or special activities.
COMMENCEMENT POLICY (final degree check, timing of degree checkout; commencement ceremony responsibility; need to apply for graduation)	
UTPA	The Office of the Registrar conducts all final degree audits. Students are required to apply for graduation nine months prior to their date of graduation and their degrees are audited at that time. Deficiencies are communicated to students and their advisors prior to the beginning of their final semester. Students may not participate in commencement unless they are clear to graduate. Final grades for all students are due after commencement, at which time the final audit is conducted and degrees posted as appropriate.
UTB	The Office of the Registrar conducts all final degree audits. Students are required to apply for graduation nine months prior to their date of graduation and their degrees are audited at that time. Deficiencies are communicated to students and their advisors prior to the beginning of their final semester. Students may not participate in commencement unless they are clear to graduate. Final grades for all students are due after commencement, at which time the final audit is conducted and degrees posted as appropriate.
RECOMMENDATION	UTRGV students will not have to apply for graduation. Instead students will be automatically recognized at the time of completing their degree requirements. Prior to that, once the student has completed 90 hours of coursework toward his declared degree, students will be alerted to their status and will be given their graduation date. Graduation fees will be assessed at the time of initial enrollment to promote a graduation mindset. Final certification of the degree will be completed after commencement and posted as appropriate.
COURSE NUMBERING POLICY	
UTPA	Courses are numbered to show both the collegiate level at which they are offered and the semester credit hour value of the course. The first digit shows the level, and the second digit shows the credit hours. The last two digits are departmental designations. For example, Spanish 1301 shows that the course is taught at the freshman level and carries three hours of credit per semester. All lower-division undergraduate courses ending in the numbers 87 and 88 are honors courses. 1000 - Freshman level 2000 - Sophomore level 3000 - Junior level 4000 - Senior level 5000-7000 - graduate level 8000-9000 - doctoral-level
UTB	UTB is a participant in the Texas Common Course Numbering System (TCCN). Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are departmental designations. 0000 courses are at the developmental level, lower division 1000 courses are at the freshman level, lower division 2000 courses are at the sophomore level, lower division 3000 courses are at the junior level, upper division 4000 courses are at the senior level, upper division 5000 courses are at the master's level (Students cannot receive credit in a 5000 level course if they already have credit for a comparable 4000-level course. 6000 course are at the master's level 7000 courses are at the master's level 8000 courses are at the doctoral level For example, the catalog entry SPAN 4301 means that the course is given at the senior level (4) and carries three hours of credit (3) per semester or term
RECOMMENDATION	UTRGV will be a participant in the Texas Common Course Numbering System (TCCN). Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are departmental designations.

	0000 courses are at the developmental level, lower division 1000 courses are at the freshman level, lower division 2000 courses are at the sophomore level, lower division 3000 courses are at the junior level, upper division 4000 courses are at the senior level, upper division 5000 courses are at the master's level (Students cannot receive credit in a 5000 level course if they already have credit for a comparable 4000-level course. 6000 course are at the master's level 7000 courses are at the master's level 8000 courses are at the doctoral level For example, the catalog entry SPAN 4301 means that the course is given at the senior level (4) and carries three hours of credit (3) per semester or term
DEAN'S LIST	
UTPA	After each regular (fall or spring) semester, a Dean's List is published listing the names of all full-time undergraduate students (those who have completed 12 or more hours of non-remedial coursework) who have a GPA of 3.5 or better for courses taken that semester. A Dean's List is not produced during summer sessions.
UTB	Dean's List: After each fall and spring semester, a dean's list is published listing the names of all undergraduate students enrolled in a minimum of 12 college-level(non-developmental) hours who have a grade point average of 3.5 or better for courses taken that semester. Honors for summer 1 and summer2 are based on enrollment of 6 college-level (non-developmental) hours per session. President's List: After each fall and spring semester, a president's list is published listing the names of all undergraduate students enrolled in a minimum of 12 college-level(non-developmental) hours who have a grade point average of 4.0 for courses taken that semester. Honors for summer 1 and summer2 are based on enrollment of 6 college-level (non-developmental) hours per session.
RECOMMENDATION	Dean's List: After each fall and spring semester, a dean's list is published listing the names of all undergraduate students enrolled in a minimum of 12 college-level(non-developmental) hours who have a grade point average of 3.5 or better for courses taken that semester. Honors for summer 1 and summer2 are based on enrollment of 6 college-level (non-developmental) hours per session. President's List: After each fall and spring semester, a president's list is published listing the names of all undergraduate students enrolled in a minimum of 12 college-level (non-developmental) hours who have a grade point average of 4.0 for courses taken that semester. Honors for summer 1 and summer 2 are based on enrollment of 6 college-level (non-developmental) hours per session.
DEVELOPMENTAL COURSEWORK: GRADING AND TRANSCRIPTING	
UTPA	Developmental course grades are preceded by an "R" on the transcript Developmental courses do not count toward the institutional GPA
UTB	Developmental course work offered prior to Fall 2013 is identified by course numbers starting with "0" (READ-0300). Grades were assigned and calculated in the overall grade point average.
RECOMMENDATION	UTRGV developmental courses will not be counted as part of a student's institutional GPA. No consensus was reached on the course numbers but it was agreed that the coursework should be clearly labeled as developmental.
DIPLOMA LANGUAGE	
UTPA	The University of Texas Pan American Be it Known That NAME Having successfully completed the Course of Study as prescribed by the Faculty and Board of Regents and having complied with all other requirements of the University has been declared DEGREE MAJOR and is entitled to all rights and privileges appertaining to that degree. In testimony whereof, the Board of Regents, upon recommend of the Faculty, have granted this Diploma, bearing the seal of

	the University. Given at Edinburg, Texas, the DATE. *seal* *signatures of the Chancellor, Chairman of the Board of Regents, and President*
UTB	The University of Texas at Brownsville Awards the Degree of Degree Major to Name for successfully completing the course of study and all other requirements as prescribed by the Faculty and grants the rights and privileges thereof. In Witness Thereof, this diploma is conferred by the Board of Regents at Brownsville, Texas, day and month, two thousand thirteenth. *seal* Chancellor UT System Chairman Board of Regents President UT Brownsville Provost UT Brownsville
RECOMMENDATION	UTRGV diplomas will document the degree and major earned only. However completion of approved concentrations will also be noted on the transcript.
DROPS	
UTPA	A student is "dropping" a course or courses if he or she remains enrolled in a minimum of one credit hour after all course drops have been completed. Students who drop all classes for which they are enrolled are considered to have withdrawn from the University for that semester. (For more information on withdrawal, see the section below on Withdrawal from the University.) To drop a course or courses after the official census date (12th class day, published in the University's academic calendar), a student must: (1) obtain a Class Drop Form from the Office of the Registrar, (2) obtain the required signatures, and (3) return the completed form to the Office of the Registrar, Student Services Building, Room 1.150 by the last date to drop as listed in the University's academic calendar. All course drops must be completed during the first 75 percent of the semester or term (refer to the University calendar in this catalog or the Registration Bulletin for deadline dates). Students dropping a course during this time will receive a grade of DR. After the deadline, the student remains on the class roll and will receive the letter grade he/she earns. If a student chooses not to attend a class or classes, he/she is responsible for officially dropping or withdrawing through the Office of the Registrar. Students who decide not to attend and do not officially notify the Office of the Registrar may be responsible for tuition, fees and any other circumstances resulting from failure to officially drop or withdraw. Students must not assume that they will "automatically" be dropped from their classes if they do not attend or do not pay. (Although the student may not have paid for classes personally, payment may have been posted to his or her account by a financial assistance agency. It is important that the student officially notify the Office of the Registrar of his or her intention not to attend.) Refer to the Registration Bulletin at www.assist.utpa.edu.
UTB	WITHDRAWING FROM ONE CLASS... If a class is dropped prior to the official record date yet still enrolled in at least 1 credit hour then no grade is assigned. If a class is dropped after official record date but prior to the deadline to withdraw yet still enrolled in at least 1 credit hour then a grade W is assigned.
RECOMMENDATION	Students will be able to complete the withdrawal process fully online.
ENROLLMENT VERIFICATION	
UTPA	Enrollment verification for lending agencies can be requested from the National Student Clearinghouse at www.studentclearinghouse.org, phone: (703) 742-7791, fax: (703) 742-7792. If further assistance is required, contact Student Financial Services, Student Services Building, Room 1.194. Enrollment verifications for personal use (i.e., insurance companies, employment) can also be requested at the National Student Clearinghouse. Full-time Undergraduate: An undergraduate student, who is enrolled for at least 12 semester hours during a regular semester or at least six hours of credit during a summer session, is considered full-time.

	Half-time Undergraduate: A half-time undergraduate student is one who is enrolled for six to eight semester hours during the regular semester or three hours of credit during a summer session. Three-quarter time Undergraduate: A three-quarter time undergraduate student is one who is enrolled for nine to 11 semester hours during the regular semester.
UTB	Enrollment Verification is a service provided by the National Student Clearinghouse, on behalf of UTB, that documents, in written form, the enrollment status of a student for a particular term; it indicates the number of credit hours for the semester. Verification can be provided for the current semester, as well as any previous semesters in which the student was enrolled at the University. Undergraduate Students Less than 1/2 time 1 to 5 credit hours 1/2 time 6 to 8 credit hours 3/4 time 9 to 11 credit hours Full-time 12 or more credit hours Graduate Students Less than 1/2 time 1 to 4 credit hours 1/2 time 5 to 6 credit hours 3/4 time 7 to 8 credit hours Full-time 9 or more credit hours
RECOMMENDATION	Enrollment Verification is a service provided by the National Student Clearinghouse, on behalf of UTRGV, that documents, in written form, the enrollment status of a student for a particular term; it indicates the number of credit hours for the semester. Verification can be provided for the current semester, as well as any previous semesters in which the student was enrolled at the University. Undergraduate Students Less than 1/2 time 1 to 5 credit hours 1/2 time 6 to 8 credit hours 3/4 time 9 to 11 credit hours Full-time 12 or more credit hours Graduate Students Less than 1/2 time 1 to 4 credit hours 1/2 time 5 to 6 credit hours 3/4 time 7 to 8 credit hours Full-time 9 or more credit hours
FERPA	
UTPA	UTPA releases director information at it's discretion which includes: 1. Name, address, telephone number 2. Date and place of birth 3. Major field of study 4. Participation in officially recognized activities and sports 5. Dates of attendance 6. Most recent previous educational institution attended 7. Classification 8. Degrees and awards received 9. Date of graduation 10. Physical factors (height and weight) of athletes 11. Photographs 12. University e-mail address Students may have directory information withheld by notifying the Office of the Registrar in writing. The institution will honor requests for nondisclosure until the student grants permission, in writing, to release the information.
UTB	DIRECTORY INFORMATION At its discretion, UTB may release directory information which shall include: 1. name, address, telephone number

	2. date and place of birth 3. major field of study 4. participation in officially recognized activities and sports 5. dates of attendance 6. most recent previous educational institutions attended 7. classification 8. degrees and awards received 9. date of graduation 10. physical factors (height and weight) of athletes 11. e-mail addresses 12. photographs Students may withhold directory information 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 four class days of a summer semester, or the first three days of any quarter. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold directory information must be filed each semester or term in the Office of the Registrar.
RECOMMENDATION	DIRECTORY INFORMATION At its discretion, UTRGV may release directory information which shall include: 1. name, address, telephone number 2. date and place of birth 3. major field of study 4. participation in officially recognized activities and sports 5. dates of attendance 6. most recent previous educational institutions attended 7. classification 8. degrees and awards received 9. date of graduation 10. physical factors (height and weight) of athletes 11. e-mail addresses 12. photographs Students may withhold directory information by notifying the Office of the Registrar in writing. The institution will honor requests for nondisclosure until the student grants permission, in writing, to release the information.
GRADING POLICY	
UTPA	UT Pan American uses a four-point system. The following grades are used to designate achievement in coursework. Their corresponding grade values and points are indicated. A Excellent (4 grade points per hour) B Good (3 grade points per hour) C Satisfactory (2 grade points per hour) D Below Average (1 grade point per hour) F Failure (0 grade points per hour) I Incomplete (not considered in calculating grade points or GPA hours) IP In Progress (not considered in calculating grade points or GPA hours (MANY MORE GRADES & MUCH MORE INFO IN THIS SECTION)
UTB	A+ 98-100 4.00 A 93-97.9 4.00 A- 90-92.9 3.67 B+ 87-89.9 3.33 B 83-86.9 3.00 B- 80-82.9 2.67 C+ 77-79.9 2.33 C 73-76.9 2.00 C- 70-72.9 1.67 D+ 67-69.9 1.33 D 63-66.9 1.00 D- 60-62.9 0.67 F Below 60 (failure) 0.00

RECOMMENDATION	A+ 98-100 4.00 A 93-97.9 4.00 A- 90-92.9 3.67 B+ 87-89.9 3.33 B 83-86.9 3.00 B- 80-82.9 2.67 C+ 77-79.9 2.33 C 73-76.9 2.00 C- 70-72.9 1.67 D+ 67-69.9 1.33 D 63-66.9 1.00 D- 60-62.9 0.67 F Below 60 (failure) 0.00 I Incomplete (not considered in calculating GPA)
GRADUATION HONORS	
UTPA	Upon graduation, a student receiving a bachelor's degree is listed with "Honors" in accordance with the following standards based on his/her final institutional grade point average: Summa Cum Laude GPA of 3.9 to 4.0 Magna Cum Laude GPA of 3.7 to 3.89 Cum Laude GPA of 3.5 to 3.69 Honors are listed in the graduation program based on the student's GPA prior to completion of his/her last semester of coursework, and an honors listing in the program does not guarantee graduation with honors upon calculation of the institutional GPA after the student's last semester has been completed.
UTB	At the time of graduation, students earning a baccalaureate will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be determined by a student's cumulative grade point average on all non-developmental undergraduate hours taken, including transfer hours. If courses have been repeated, the last grade recorded will be used in determining grade point average. Summa Cum Laude 3.900 - 4.000 Magna Cum Laude 3.700 - 3.899 Cum Laude 3.500 - 3.699
RECOMMENDATION	Upon graduation, a student receiving a bachelor's degree is listed with "Honors" in accordance with the following standards based on his/her final institutional grade point average: Summa Cum Laude GPA of 3.9 to 4.0 Magna Cum Laude GPA of 3.7 to 3.89 Cum Laude GPA of 3.5 to 3.69 Honors are listed in the graduation program based on the student's GPA prior to completion of his/her last semester of coursework, and an honors listing in the program does not guarantee graduation with honors upon calculation of the institutional GPA after the student's last semester has been completed.
INCOMPLETE GRADES	
UTPA	An incomplete (I) grade is a temporary grade given only during the last one-fourth of a term/semester and only if a student: 1. Is passing the course to date. 2. Has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course within one year by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete Form signed by the instructor, student, department chair and dean. Incomplete grades assigned to a course at the end of a regular semester would at the end of one year default to an alternate grade provided by the faculty member at the time that the Incomplete was requested.
UTB	Incomplete Grades A grade of "I" may be given when students have not completed the required coursework within the allotted time of a regular semester or summer session if the instructor determines that the reason for the work being incomplete is valid and that the grade of "I" is justified. A written

	agreement between the student and the instructor specifying the work to be made up and the deadline for its accomplishment must be filed in the office of the Department Chair at the time that the "I" is submitted. The work agreed upon must be satisfactorily completed and the "I" changed no later than the end of the next regular (Fall or Spring) semester from the date the "I" was received (unless an extension is requested by the instructor) or the grade will automatically be recorded as an "F" on the official transcript.
RECOMMENDATION	Incomplete Grades A grade of "I" may be given when students have not completed the required coursework within the allotted time of a regular semester or summer session if the instructor determines that the reason for the work being incomplete is valid and that the grade of "I" is justified. A written agreement between the student and the instructor specifying the work to be made up and the deadline for its accomplishment must be filed in the office of the Department Chair at the time that the "I" is submitted. The work agreed upon must be satisfactorily completed and the "I" changed no later than the end of the next regular (Fall or Spring) semester from the date the "I" was received (unless an extension is requested by the instructor) or the grade will automatically be recorded as the grade alternatively assigned by the faculty at the time of submitting the written agreement.
META MAJOR DECLARATION OPTION	
UTPA	
UTB	
RECOMMENDATION	Meta-majors are academic groupings of courses and course sequences that may meet the requirements of multiple programs of study. UTB is currently constructing meta-majors that extend through the first 30 hours of the curriculum that can serve as a jumping off point for construction of 6 to 9 meta-majors for UTRGV. After 30 hours, students will be required to select a more specific major. Entering students who are unable to identify a meta-major of interest will be encouraged to instead select an undecided major option so that specialized advising services can be provided to them.
NON-CREDIT	
UTPA	Students have the option of enrolling in a course for non-credit, which allows them to participate fully in the course but not to receive a grade or to count the course in fulfilling degree requirements. Enrollment for non-credit requires the same payment of tuition and fees as enrollment for credit. (Students may also audit courses for a lesser fee; this normally allows only limited participation. For more information on auditing a class, see below.) A student who enrolls in a course for credit may change the enrollment to non-credit by completing a Non-Credit Form in the Office of the Registrar, Student Services Building, Room 1.150, no later than 30 calendar days into a regular semester or 10 calendar days into a summer session from the date University classes begin.
UTB	N/A
RECOMMENDATION	
PRIOR LEARNING ASSESSMENT POLICY	
UTPA	Students may receive credit associated with prior learning experiences if they demonstrate that learning in a manner that is consistent with other methods for earning course credit, such as through credit by exam or independent study supervised by faculty.
UTB	
RECOMMENDATION	UTRGV students can work with a faculty member and/or department to determine if prior learning is appropriate and applicable to the student's academic goals and through independent study or other avenue decided upon by the student and faculty member credit might be granted.
REPEAT CLASS POLICY	
UTPA	When a student retakes a class that is not designated as "repeatable for credit," only the last grade and hours attempted are used to calculate the grade point average. Repeated courses are indicated on the student's transcript with an "E" (excluded). The policy for repeating courses applies only to undergraduate courses completed and repeated at UT Pan American. Transfer courses will not be used to replace a grade earned at UTPA for the purpose of raising a student's grade point average.

UTB	When an undergraduate course is repeated, only the last grade and hours earned are used to calculate the grade point average. Graduate courses follow a different method of calculation. A graduate student may repeat any course. All grades earned (including those for repeated courses) will be used to compute the grade point average. All attempts become a part of the permanent academic record
RECOMMENDATION	UTRGV students who retake a class that is not designated as "repeatable for credit," will have the last grade and hours attempted used to calculate the grade point average. Repeated courses will be indicated on the student's transcript with an "E" (excluded). The policy for repeating courses applies only to undergraduate courses completed and repeated at UTRGV. Transfer courses will not be used to replace a grade earned at UTRGV for the purpose of raising a student's grade point average.
STUDENT CLASSIFICATION POLICY	
UTPA	Students are classified according to the number of hours of college credit they have earned. Classifications are as follows: Freshmen - 0-29 earned hours Sophomores - 30-59 earned hours Juniors - 60-89 earned hours Seniors - 90 or more earned hours
UTB	Classification of Students: Students are classified by the number of credit hours of university credit they have earned, including developmental coursework. • Freshman: credit for fewer than 30 credit hours. • Sophomores: credit for 30-59 credit hours. • Juniors: credit for 60-89 credit hours. • Seniors: credit for 90 or more credit hours. • Post-bachelor's students: a bachelor's degree but not admitted into a graduate program. • Graduate students: a bachelor's degree and admitted to a master's degree program. • Doctoral students: a master's degree and admitted to a doctoral program.
RECOMMENDATION	UTRGV students are classified according to the number of hours of college credit, excluding developmental coursework, they have earned. Classifications are as follows: Freshmen - 0-29 earned hours Sophomores - 30-59 earned hours Juniors - 60-89 earned hours Seniors - 90 or more earned hours
SUBSEQUENT DEGREE POLICY	
UTPA	Students may earn a subsequent bachelor's degree if they: 1. Complete all requirements for the additional major(s) as set forth in the catalog. 2. Complete an additional minimum of 30 hours of credit in UT Pan American courses (of which 12 must be advanced and a minimum of six of these must be in the major field; in the case of a double major, a minimum of six advanced hours is required in each major field) for each bachelor's degree sought beyond the first. 3. Complete all requirements for the additional degree(s), including GPA requirements, any minor requirements, elective courses, and advanced courses, as set forth in the catalog. 4. Comply with all other regulations as stated under University core curriculum on page 105 of the catalog.
UTB	Students awarded a baccalaureate degree from UTB or another accredited institution may receive an additional baccalaureate degree of a different major from UTB. Such students continue to be classified as undergraduates and must: -Complete a minimum of 25 percent semester credit hours of credit at UTB (of which at least 12 of the advanced hours in the major field must be taken at UTB) for each baccalaureate degree sought beyond the first; -Complete all requirements for the additional major(s) as set forth in the catalog; and -Complete all requirements for the additional degree(s), including grade point average requirements, elective courses, and advanced courses as set forth in the catalog. -Complete requirements under the catalog in effect at the time of beginning the second. NOTE: Additional major(s) and/or minor(s) may not be awarded to a baccalaureate degree previously earned.

RECOMMENDATION	UTRGV students will be required to fulfill the following requirements prior to being eligible for a subsequent degree. 1. Complete all requirements for the additional major(s) as set forth in the catalog. 2. Complete an additional minimum of 30 hours of credit in UTRGV courses (of which 12 must be advanced and a minimum of six of these must be in the major field; in the case of a double major, a minimum of six advanced hours is required in each major field) for each bachelor's degree sought beyond the first). 3. Complete all requirements for the additional degree(s), including GPA requirements, any minor requirements, elective courses, and advanced courses, as set forth in the catalog. 4. Comply with all other regulations as stated under University core curriculum on page 105.
TEXAS COMMON COURSE NUMBERING SYSTEM	
UTPA	The Texas Common Course Numbering System (TCCNS) has been designed to aid students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses that have been identified as common by institutions that are members of the TCCNS. The system ensures that if the student takes courses that the receiving institution has designated as common, then the courses will be accepted in transfer. The table on pages XX-XX lists the courses UT Pan American has identified as common and their TCCNS equivalents. Before using this table, students should make sure the institution they attend employs the TCCNS. Course availability varies from institution to institution. Only courses that have direct equivalents are shown. Courses at other TCCNS institutions that do not have a direct UTPA equivalent will be evaluated for transferability on a case-by-case basis. Students wishing to transfer a course to UT Pan American that is not listed in this guide should obtain approval from Admissions and New Student Services prior to taking the course. Admissions and New Student Services at UT Pan American must receive an official transcript directly from the registrar's office of the institution attended before credit can be transferred. (See section on Transfer of Undergraduate Credits on page XX for complete transfer of course credit regulations.)
UTB	Texas Common Course Numbering System - is used to validate courses that will be transferable to UTB's common course system with other respective Texas Academic Institutions. There will be no petitions permitted in disputing UTB's Texas common course numbering system.
RECOMMENDATION	Texas Common Course Numbering System is used to validate courses that will be transferable to UTRGV's common course system with other respective Texas Academic Institutions. There will be no petitions permitted in disputing UTB's Texas common course numbering system.
TRANSFER CREDITS AND GRADES AWARDED	
UTPA	Level (undergraduate, master's, or doctoral) Name, student ID number, and date of birth Transfer credit, by semester (subject, course number, course title, credit, grade) Institutional credit: Subject, course number, course title, credits, grade, grade points; semester's earned hours, GPA hours, quality points, and GPA after last semester - cumulative earned hours, GPA hours, quality points, and GPA TSI status information Core Curriculum completion status information
UTB	Refer to transcript key
RECOMMENDATION	UTRGV transcripts will document a student's academic achievements only; the transcript is an academic document that includes majors, minors, and concentrations; it does not include student discipline or involvement
WITHDRAWAL	
UTPA	To withdraw from the University, a student must complete a formal withdrawal procedure through the Office of the Registrar prior to the last date to drop or withdraw as listed in the University academic calendar. Withdrawals must be requested by completing the appropriate withdrawal form, and submitting it to the Office of the Registrar, Student Services Building, Room 1.150. Students who cannot come to campus may contact the Office of the Registrar at (956) 665-2201. A withdrawal form will be accepted by fax on or before the deadline to drop or withdraw. A student withdrawing during the first 75% of the semester or term (refer to the University calendar in this catalog or the Registration Bulletin for deadline dates) will receive a

	grade of W. After the deadline, the student remains on the class roll and receives the letter grade s/he earns. Refer to the Registration Bulletin on the web at www.assist.utpa.edu for refund periods.
UTB	Prior to the official record date, students may completely withdraw from all classes without a recorded grade. After the official date, students may withdraw from all classes and receive a "W" on their permanent records. The deadline to withdraw with a grade of a "W" is specified in the Academic Calendar for each semester/term. Students who do not withdraw before the deadline may not be assigned a grade of "W". At the instructor's discretion and consistent with the policy stated on the course syllabus, an instructor may drop a student from class for non-attendance. An instructor-initiated drop will result in a "W" or an "F" on the student's permanent record.
RECOMMENDATION	Students will be able to complete the withdrawal process fully online.

Project South Texas
Academic Administration Working Groups
FINAL Report

Appendix C
UTB and UTPA Graduate Policies

Following is a partial inventory of academic policies and related procedures that relate to graduate students. Graduate academic policies have been forwarded to the graduate council/committee at UTPA and UTB for review.

Academic Probation and Suspension	
UTPA	Graduate students who make less than a B Average in a given semester are placed on academic probation and warned that his or her continuance is in jeopardy. Students placed on academic probation must, during the following regular semester (or summer school), recoup a cumulative graduate grade point average of 3.0 or higher. Those who do not will be suspended.
UTB	In order for a degree-seeking masters level student to remain in good academic standing, the student must maintain a cumulative grade point average of 3.0 (3.0=B on a 4.0 scale). A student whose overall GPA falls below a 3.0 in a given semester is automatically placed on academic probation the following semester. In order for a degree-seeking doctoral student to remain in good academic standing, the student must maintain a 3.25 grade point average during the program. A student who receives a grade of C+ or lower in 9 semester hours of credit attempted for graduate credit or toward the doctoral degree, regardless of the student's classification, whether or not in repeated courses, is ineligible for any advanced degree and will not be permitted to re-enroll. A doctoral student whose overall GPA falls below 3.25 in a given semester is automatically placed on academic probation the following semester. Within the following nine semester credit hours, the overall GPA must return to 3.0 for masters students and 3.25 for doctoral students or the student will be suspended for a minimum of one semester. A student who receives an F in any course is automatically dismissed from the graduate program.
APPEALS – SUSPENSION	
UTPA	A suspended graduate student may petition for readmission. To petition for readmission into a graduate program, the suspended student must submit a written request through the Director of Graduate Program to the Dean of the College. The Dean may approve or deny admission to the graduate program.
UTB	A dismissed student may seek reinstatement through an appeal process.
APPEALS – ADMISSION	
UTPA	A student not admitted due to a low GPA or not meeting other requirements, can appeal the decision to the program director who will make a decision and get approvals from the department chair and dean, and forward it to the graduate office.
UTB	N/A
APPEALS – GRADES	
UTPA	Students wishing to appeal final grades or misunderstandings in academic standards should first discuss the matter with the instructor of the class. If no resolution occurs, and the student wishes to pursue the matter further, s/he should appeal in writing to the appropriate dept. chair within one year after the disputed grade is issued or the misunderstanding occurred. The dept. chair will respond in writing to the student within 10 class days of the receipt of the student's written appeal. Pursuant appeals will be written and directed within 10 class days of the date of the department chair's decision to the school, college, or division College Academic Appeals Committee. The committee will consist of a panel of three faculty members, two of whom may not be from the department in which the appeal originated. The dean or director will appoint the panel members upon receipt of the written appeal and notify the student in writing of the date, time and location of the hearing and the names of the members of the panel. The student and the faculty member involved may appear in person before the panel and present evidence and/or witnesses. The hearing will be closed to the public, and no person other than the student, the faculty member involved and panel members may be present. No person may represent the student or the faculty member. After the College Academic Appeals Committee has heard the appeal, it will deliberate and come to a decision. The committee's decision will be written and mailed, or delivered in person, to the student and faculty member within three class days of the close of the haring. The student

	may appeal in writing within 10 class days to the dean/director. The dean's/director's decision will be final, and it must be mailed or delivered in person to the student within 10 class days of the receipt of the student's written appeal.
UTB	Course grade grievances must be initiated by contacting the instructor or individual with whom the grievance arose within 30 days of the grade report. An effort to resolve the matter informally should be made. If the student is not satisfied with the decision, the student may appeal in writing within 21 days to the chair of the department from which the grade was issued. Disputes not satisfactorily resolved within 21 days may be appealed in writing to the school or college dean, who will render the final decision.
AUDITING COURSES	
UTPA	Students must obtain special permission from the instructor of record to audit or visit a class. Students who wish to audit graduate classes (5000-9000 level) must be eligible to enroll in the course for credit before they will be allowed to audit. Students auditing classes do not receive academic credit and do not have the course or courses listed on their academic record. One may enroll as an auditor at any time by (1) obtaining a "Class Audit" Form from the Office of the Registrar, (2) having it approved by the instructor of the class to be audited, (3) paying the required fee at the Office of Payments and Collections, and (4) using the receipt as an admission card to the class. Such approval may be granted only when space is available and if the instructor permits the student to be a visitor. Instructors reserve the right to refuse any request to visit a course. Enrollment as an auditor does not permit the enrollee to take examinations, have tests or other papers checked by the instructor or to participate in the class discussion. Audited courses are not posted on the student's permanent record. Audit fees ($20 per course) are non-refundable and may not be appealed. Individuals who are not regularly enrolled students at the University are also eligible to audit classes subject to the regulations stated above.
UTB	With the written permission of the department chair, instructor and the dean of the school or college in which the course is taught, an individual who has been admitted as a regular degree seeking student or as a Non-Degree student may sit in a class as an auditor without receiving college credit. The auditor's name will not be entered on the class roll, and the instructor will not accept any papers, tests or examinations or require oral recitations from the auditor. Auditors pay a fee, which is published in the Course Schedule. A person 65 years of age or older may enroll as an auditor without credit and without payment of an audit fee. Audit fees are nonrefundable. Audit enrollment is on a space available basis for courses that have been designated as suitable for audit by the Dean of the college or school. Not all courses are available for audit. Audit students do not receive credit. An audit intention cannot be changed to credit nor can credit courses be changed to audit. Audit work cannot be used toward diploma or degree requirements.
CATALOG TIME APPLICABILITY	
UTPA	For Master's Programs - Seven-Year Time Limit: All requirements must be completed within one seven-year period. Work more than seven-years-old will not meet graduation requirements and can be reinstated only by special permission of the vice provost for graduate studies. For Doctoral programs, time limit is 10 years.
UTB	A student will be governed by the Graduate Catalog in effect at the time of official notification of admission to graduate studies or may choose to graduate following the requirements of the most current catalog. Should a graduate student fail to enroll for a full calendar year, the catalog requirements in effect at the time of readmission will apply. State of Texas regulations with regards to certification programs taken as part of a graduate program do not supersede university graduate degree program requirements. Students must complete all graduate work for a degree within seven years of the time of their first graduate course registration. Graduate courses more than seven years old will not be accepted for credit toward a degree program. Students who have compelling reasons for interruption of their graduate programs may petition the Dean of Graduate Studies for an extension of the time limit.
COMPREHENSIVE EXAMS	
UTPA	During or at the end of the student's final semester of work, the student may be given a comprehensive written examination as required by the graduate degree program. Students must arrange comprehensive examinations with their advisor prior to graduation. (For Master's students).

UTB	Some programs require a comprehensive examination. The purpose of the comprehensive exam is to evaluate the student's mastery of the field(s) of study. The method and procedure for examination must be specified on the student's program of study. The comprehensive exam may not be scheduled prior to the student's final semester of coursework. The application for the comprehensive exam must be submitted by the student through the Graduate Office by the published due date. The academic dept. prepares, administers and grades the comprehensive exam. The Office of Graduate Studies notifies students when they have been cleared to take the exam and informs exam takers of the results. Result of the comp exam will be one of the following: PASS with recommendation that candidate be cleared to receive the degree; FAIL stipulating conditions that must be met before the candidate is eligible to take the exam second time. Exam may not be taken more than 2 times. A review period of not less than 90 days or more than 1 year after the student is notified of the results of the first exam is required before a second exam may be completed. Conditions for a second exam may be imposed by the faculty advisor or dept. chair. FAIL with a recommendation that the candidate be dismissed from the program.
COURSE LOAD	
UTPA	The normal load for a full-time graduate student is nine hours in a regular semester. A student may be permitted to enroll for 15 hours with the approval of the dean of the college. Normal load during a summer session is six hours, with up to nine hours permitted with the approval of the dean of the college. In the case of doctoral students, approval to register for more than 12 hours must be given in advance by the vice provost for graduate studies, or his or her designee.
UTB	Nine semester hours constitute full-time graduate enrollment during each regular (Fall and Spring) semester, and five semester hours constitute half-time enrollment. Five semester hours constitute full-time and seven semester hours is the maximum credit load allowed for each Summer session. Three semester hours constitute half-time enrollment during a Summer session. The maximum graduate student load for both Summer sessions is 12 semester hours including any mini-term enrollment. Registration will not be allowed for students attempting to register for hours in excess of these limits. Mini-term courses offered in May are counted as part of the first Summer session load. Any request for exception to the credit load policy must be approved by the Dean of Graduate Studies. A written request including a rationale for the exception must be received by the Office of Graduate Studies two weeks prior to late registration day.
FRESH START	
UTPA	N/A at UTPA
UTB	A graduate applicant who has earned a Baccalaureate degree under the "academic fresh start" statute, Texas Education Code, §51.931, will be evaluated on only the grade point average of the course of work completed for that baccalaureate degree and the other criteria stated herein.
GRADING SYSTEM	
UTPA	A: Excellent; B: Good; C: Satisfactory; F: Failure; P: Passing; NP: No Pass; S: Satisfactory; U: Unsatisfactory; IP: In Progress; I: Incomplete; CR: Credit; NC: No credit; DR: Course Dropped; W: Withdrawal.
UTB	A+: 98-100; A 93-97.9; A-: 90-92.9; B+: 87-89.9; B: 83-86.9; B-: 80-82.9; C+: 77-79.9; C: 70-76.9; D: 60-79.9; F: below 60.
GRADE CHANGES	
UTPA	If error in computation, evaluation or recording warrants a grade change, only instructor may process form, through Office of the Dean of his or her college. If made after graduate, must have written justification by instructor and approval of college dean.
UTB	If error in computation, evaluation or recording warrants a grade change, the instructor of record (IOR) may initiate a grade change form through the Department Chair, School or College Dean, and Dean of Graduate Studies. In the event that the IOR is no longer employed by the university, the academic dean will make a good faith effort to contact him or her before deciding whether to change the grade or not.
GRADUATE COUNCIL/COMMITTEE	

UTPA	Graduate Council: The primary purpose of the Graduate Council is to make recommendations on all matters related to graduate curricula, policies and practices. Council approves admission of faculty member to graduate faculty status, formulates and reviews policies and proposals affecting graduate courses, degree programs and as appropriate professional certification; and reviews proposals for new graduate programs or changes in existing graduate programs, certification programs and courses. 2 faculty reps from each major academic unit with graduate faculty status that are appointed by provost with recommendations from faculty senate; 2 graduate students appointed by provost from nominations by SGA president; librarian, provost or his designee.
UTB	Graduate Committee: is a standing academic university committee. Members are appointed by provost after receiving recommendations from the faculty senate. Committee shall review and make recommendations on graduate academic policies and standards related to curriculum, admissions, fellowships and assistantships, criteria for and appointment to the graduate faculty and other matters of importance to graduate education. Committee recommendations will be forwarded through the dean of graduate studies to the office of the provost/vice president for Academic Affairs for appropriate administrative review and action.
GRADUATE CREDIT FOR SENIORS	
UTPA	Undergrads can enroll in up to 6 hours of graduate courses in their last semester of undergrad degree providing: 1. must lack no more than 12 hours of work to complete degree. 2. these 12 hours or less must be completed in same semester, or two 6-week summer sessions when student is taking grad courses. 3. total enrollment not to exceed 15 hours in regular semester, 12 hours in two 6-week sessions. 4. minimum GPA of at least 2.5 of work completed to date. 4. Application for graduate work submitted to Grad school.
UTB	Must complete their undergraduate work and be eligible to obtain the Bachelor's degree during the first semester of graduate work. Must have an overall GPA of at least 3.0 and must be within nine semester hours of completing the total number of hours required for the bachelor's. The combined load of the graduate and the undergraduate courses for a full-time student must not exceed 12 semester hours. Must complete the graduate application process and secure the written permission of the chair of the department, as well as the Graduate Dean. Seniors at other universities who have nine or fewer credits to complete for the Bachelor's degree may also qualify. Student must supply transcripts, complete the application process and provide letters from their home institutions indicating they are within 9 hours of graduation.
GRADUATE FACULTY STATUS	
UTPA	Types of status: full, associate, special and practitioner. Applications are reviewed by graduate council and routed to provost for final approval.
UTB	Faculty members are recommended for appointment to the graduate faculty by their departmental graduate committees and approved by the Graduate Committee. Recommendations for faculty status are based on rank, degree in the field (or training and experience) and the institutional need for the faculty member to hold graduate faculty status.
GRADUATION REQUIREMENTS	
UTPA	Degree requirements must be completed that were in effect at time of student's entrance, or in subsequent catalog. Must not go beyond 7 years for Master's and 10 for doctoral degree. Must have 3.0 GPA. Must submit degree plan outlining their coursework by end of their first long semester, must be signed by adviser, dept. chair and dean and submitted to grad schoool to be filed in official student file. Students must complete an Application for Degree form to Grad School by published deadlines. Fee-$32. Transfer Fee $10.
UTB	student must complete all university and program requirements to receive a graduate degree. Grades in courses offered for the Master's degree must average B (3.00) overall. Prospective graduates must have the required 3.0 cumulative GPA (3.0=B on a 4.0 scale) and all grades of "I" must be reported. Students must complete an Application for Graduation before the application deadline. Students are required to speak with their Graduate Advisors before submitting the required applications. Once the appropriate paperwork has been submitted to the Office of Graduate Studies, students will be notified in writing regarding their eligibility.

INCOMPLETE GRADES	
UTPA	If student: 1) is passing the course 2) has justifiable and documented reason, beyond student's control (illness, military). Student must arrange with instructor to finish within one year. Requirements must be listed on Request form, signed by instructor, student, dept. chair, dean. Incomplete grades assigned to course at end of semester will default to F at end of one year, unless faculty processes form. Registrar must receive form with all signatures by deadline for faculty to enter grades or NR will be entered. NR changes to F at end of 2 weeks.
UTB	Given when students have not completed the required coursework within allotted time if the instructor determines that the reason for the work being incomplete is valid and t grade of "I" is justified. Written agreement between the student and the instructor specifying the work to be made up and deadline filed in the office of the Department Chair at the time that the "I" is submitted. The work agreed upon must be satisfactorily completed and the "I" changed no later than the end of the next regular (Fall or Spring) semester (unless an extension is requested by the instructor) or the grade will automatically be recorded as an "F" on transcript.
LEAVE OF ABSENCE	
UTPA	May apply in writing for a leave of absence for no more than 2 long semesters. Request must be approved in advance of the leave by the graduate adviser, program director, dean of college, and vice provost of graduate studies. Student on leave must reapply for admission in order to return but readmission during the approved period of leave is automatic and application fee is waived. Does not change the time limit for completion of the student's graduate program of study.
UTB	N/A
TRANSFER OF CREDIT	
UTPA	Maximum of nine semester hours of appropriate graduate work earned at other institutions, subject to approval of director of graduate program or chair of major department and certification of graduate school may be transferred to UTPA. Must be equivalent, B or better, not extend student's degree program beyond approved limit
UTB	Maximum of 12 graduate semester hours for Master's and 9 graduate SCH for doctorate degrees may be transferred. Must be taken at an accredited university and will not be counted in computing the GPA on courses completed in the grad program. Must be equivalent, B or better, part of degree plan, must be within time limit. Courses counted toward Master's will not transfer to Doctorate degree.
SECOND MASTER'S DEGREE	
UTPA	Students cannot receive 2 Master degrees at the same time. For additional master's degree must: Complete a minimum of 30 hours of additional graduate credit in UTPA for each degree sought; complete all requirements for additional major, including admissions, GPA, elective courses, etc. A maxium of 6 hours of credit for courses from one master's degree may count towards others.
UTB	A maximum of nine semester hours taken for one UTB master's degree may be counted toward a second UTB master's degree with the approval of the department in which the second master's degree is sought. This policy does not apply to graduate degrees received at other university. Courses more than seven years old will not be accepted for credit toward a degree program.
THESIS/DISSERTATION COMMITTEE	
UTPA	Each college and/or department may have its own guidelines for the development and completion of the dissertation or thesis, including the formation of the committee. The student shall choose a dissertation or thesis committee in consultation with their faculty advisor, according to the following guidelines: committee have minimum of 3 members; one can be from outside department; one member can be from outside UTPA; majority need to be from dept.
UTB	student shall choose in consultation with faculty advisor, committee consisting of 3 graduate faculty

	members including student's thesis faculty advisor. In addition, chair will identify one graduate faculty member from outside college to serve as graduate faculty representative. Representative will only serve to monitor integrity of thesis process and facilitate thesis defense.
WITHDRAWAL	
UTPA	To withdraw, must complete a formal withdrawal procedure through Registrar's office prior to end of regular semester or one week prior to end of summer session. If withdrawing during first 75% of semester or term, will receive a "W". After deadine, student remains on the clsas and receives the letter grade he/she earns.
UTB	Students who completely withdraw from all courses shall have their tuition and fees (except nonrefundable fees) refunded according to the established schedule. After the official census date, students may withdraw from classes and receive a “W” on their permanent records.