

2010-2011.

UNDERGRADUATE CATALOG



KNOWLEDGE KNOWS NO BOUNDARIES.

The University of Texas at Brownsville
and Texas Southmost College



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CATALOG DISCLAIMER

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

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OVERVIEW OF UTB/TSC

The University of Texas at Brownsville and Texas Southmost College is the result of a unique partnership between a university and a community college that allows for open enrollment and a seamless transition from certificate and associate degree programs to upper-level and graduate programs.

UTB/TSC is part of The University of Texas System. The university's offerings are approved by the Texas Higher Education Coordinating Board and The University of Texas System. Texas Southmost College is authorized under federal law to enroll nonimmigrant alien students.

ACCREDITATIONS

UTB/TSC is accredited by the Commission on Colleges of the [Southern Association of Colleges and Schools](#) to award certificates and associate, bachelor's, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of UTB/TSC. The university also is accredited by the Texas Education Agency and the National Association for Education of Young Children.

AFFILIATIONS

- American Association of Colleges for Teacher Education
- American Association of Community and Junior Colleges
- American Council on Education
- Association of American Colleges and Universities
- Association of Texas Colleges and Universities
- Southern Association of Colleges and Schools
- Texas Association of Community Colleges
- Texas Association of Certification Officers

EQUAL EDUCATIONAL OPPORTUNITY STATEMENT

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by UTB/TSC and The UT System or any of its component institutions on the basis of race, color, national origin, religion, gender, age, veteran status, disability or sexual orientation. All complaints regarding violations of this policy should be filed with the Office of the Vice President



for Business Affairs, located in Tandy Hall, Room 100, on the UTB/TSC Fort Brown Campus. The procedures for filing these complaints are found in the [Handbook of Operating Procedures](#) (H.O.O.P.).

HISTORY AND OPERATION OF THE PARTNERSHIP

The University of Texas at Brownsville and Texas Southmost College are joined together in a partnership, expanding educational opportunities in the Lower Rio Grande Valley and the state. This creative initiative is designed to improve the continuity, quality and efficiency of the educational programs and support services offered by the university and the college.

It combines the administrative, instructional and support services of the university and the community college and eliminates the artificial barriers between them. Continued program development, new program implementation, systemic cooperation with local schools and partnerships with other institutions of higher learning are major goals of this emerging partnership.

Texas Southmost College was created by the Brownsville Independent School District in 1926. It was the second community college to be founded in Texas. Originally known as the Junior College of the Lower Rio Grande Valley, its name was changed in 1931 to Brownsville Junior College. Upon the establishment of the Southmost Union Junior College District in 1949, it was renamed Texas Southmost College.

The bill that created The University of Texas at Brownsville in 1991 also authorized it to enter into a partnership arrangement with Texas Southmost College. The partnership was created under the provisions of Chapter 51, Subchapter N of the [Texas Education Code](#). The establishment of that partnership and its operational implementation in the fall of 1992 began the history of The University of Texas at Brownsville in partnership with Texas Southmost College.

The foundation for The University of Texas at Brownsville was laid in 1973 when Pan American University opened a center on the Fort Brown Campus of Texas Southmost College to teach upper-level and graduate courses. In 1977, the Legislature approved the establishment of Pan American University at Brownsville as an upper-level center. In 1989, Pan American University at Brownsville became a part of The University of Texas System as a consequence of The University of Texas-Pan American merger. This was the prelude to the establishment in 1991 of what is today The University of Texas at Brownsville, a free-standing university.

The governing boards of The University of Texas at Brownsville and Texas Southmost College each retain their statutory responsibilities. The University of Texas at Brownsville and the partnership are governed by the nine-member board of regents of The University of Texas System, which is appointed by the governor. The Southmost Union Junior College District is governed by a seven-member board elected at large from the ad valorem taxing district of the college, which includes most of Cameron County. Chapter 51 of the [Texas Education Code](#) also provided for the governing board of each institution to appoint members to a Partnership Advisory Committee, which is composed of three members from each board. This committee makes recommendations concerning the development of coordinated programs and services to meet the needs of the communities served by the partnership.

The operation of the partnership consolidates the administrative, instructional and support services of the two institutions. Under the provisions of the partnership, Texas Southmost College retains all of its property and assets. The University of Texas at Brownsville leases needed facilities from the district. Through this unique arrangement, The



University of Texas at Brownsville and Texas Southmost College have embarked on a quest to provide the finest educational opportunities that their consolidated resources can create.

MISSION STATEMENT

The mission of The University of Texas at Brownsville and Texas Southmost College partnership is to provide accessible, affordable, postsecondary education of high quality, to conduct research that expands knowledge and to present programs of workforce training and continuing education, public service, and cultural value. The partnership combines the strengths of the community college and those of a university by increasing student access and eliminating interinstitutional barriers while fulfilling the distinctive responsibilities of each type of institution.

The University of Texas at Brownsville and Texas Southmost College partnership offers certificates and associate, bachelor's and graduate degrees in liberal arts, the sciences, and professional programs designed to meet student demand as well as regional, national, and international needs.

UTB/TSC places excellence in learning and teaching at the core of its commitments. It seeks to help students at all levels develop the skills of critical thinking, quantitative analysis and effective communications, which will sustain lifelong learning. It seeks to be a community university that respects the dignity of each learner and addresses the needs of the entire community.

UTB/TSC advances economic and social development, enhances the quality of life, fosters respect for the environment, provides for personal enrichment, and expands knowledge through programs of research, service, continuing education and training. It convenes the cultures of its community, fosters an appreciation of the unique heritage of the Lower Rio Grande Valley and encourages the development and application of bilingual abilities in its students. It provides academic leadership to the intellectual, cultural, social, and economic life of the binational urban region it serves.

PHILOSOPHY STATEMENT

UTB/TSC is committed to excellence. It is dedicated to stewardship, service, openness, accessibility, efficiency and citizenship. UTB/TSC is committed to students, participatory governance, liberal education, the expansion of the application of knowledge, human dignity, the convening of cultures and respect for the environment.



ACADEMIC CALENDARS

For the updates to the [Academic Calendars](#) and semesters or terms not listed below, visit the UTB/TSC website.

FALL SEMESTER 2010

Deadlines and Events	Weekdays	Dates
UG: graduation application deadlines	Mon.	Mar. 1
UG: priority admission application deadline [\$15 late-application fee after this date]	Thu.	July 1
GR: priority admission application deadline [\$15 late-application fee after this date]	Thu.	July 1
Registration (First day starts at 6a.m.; last day ends 11:59 p.m.)	Tue. to Sun.	Apr. 13-22
Emergency loan processing and regular registration	Tue. to Thu.	Aug. 10-12
Registration payment deadline: 4 p.m.	Thu.	Aug. 19
Registration voids for nonpayment	Fri.	Aug. 20
First class day	Mon.	Aug. 23
Late registration (First day start 6 a.m.; last day end 11:59 p.m. \$30 late-registration fee during this period)	Mon. to Wed.	Aug. 23-25
Add/drop (First day starts 6 a.m.; last day ends 4 p.m. \$5 add/drop fee for each transaction)	Mon. to Wed.	Aug. 23-25
Audit course processing begins	Thu.	Aug. 26
Emergency loan processing and late registration	Thu. to Fri.	Aug. 26-27
Late registration and add/drop payment deadline: 4:00 p.m.	Fri.	Aug. 27
Late registration voids for nonpayment	Tue.	Aug. 31
GR: graduate application deadline	Wed.	Sept. 1
GR: master's comprehensive examination application deadline	Wed.	Sept. 1
Labor Day holiday	Mon.	Sept. 6
Official record date	Tue.	Sept. 7
Deadline to withdraw without recorded grade	Tue.	Sept. 7
Deadline for pass/fail petitions	Tue.	Sept. 7
Midterm	Thu.	Oct. 14
Deadline to withdraw with a W: 4 p.m. (60 percent)	Mon.	Oct. 25
GR: deadline to defend master's thesis	Fri.	Nov. 5
GR: master's comprehensive examination	Sat.	Nov. 6
Thanksgiving holiday	Wed. to Sat.	Nov. 24-27
Last class day	Sat.	Dec. 4
Final examinations	Mon. to Sat.	Dec. 6-11
Grades submitted by faculty on Scorpion Online 24 hours after final examinations completed	Sun.	Dec. 12
Grades available on Scorpion Online	Mon.	Dec. 13
Commencement	Sat.	Dec. 18



WINTER SESSION 2011

Deadlines and Events	Weekdays	Dates
UG: graduation application deadlines	Sun.	Aug. 1
UG: priority admission application deadline (\$15 late-application fee after this date)	Wed.	Dec. 1
GR: priority admission application deadline (\$15 late-application fee after this date)	Wed.	Dec. 1
Registration (First day starts at 6a.m.; last day ends 11:59 p.m.)	Tue. to Mon.	Nov. 16 to Jan. 17
Emergency loan processing and regular registration	N/A	N/A
Registration payment deadline: 4 p.m.	Tue.	Dec. 28
Registration voids for nonpayment	Wed.	Dec. 29
Add/drop (First day starts 6 a.m.; last day ends 4 p.m. \$5 add/drop fee for each transaction)	Mon.	Jan. 3
First class day	Mon.	Jan. 3
Late registration (First day start 6 a.m.; last day end 11:59 p.m. \$30 late-registration fee during this period)	Mon.	Jan. 3
Emergency loan processing and late registration	N/A	N/A
Late registration and add/drop payment deadline: 4:00 p.m.	Mon.	Jan. 3
Late registration voids for nonpayment	Mon.	Jan. 3
Official record date	Mon.	Jan. 3
Deadline to withdraw without recorded grade	Mon.	Jan. 3
Deadline for pass/fail petitions	Mon.	Jan. 3
Audit course processing begins (7th day of semester, 2nd day of term, 3rd day of session)	Tue.	Jan. 4
Midterm	Fri.	Jan. 7
Deadline to withdraw with a W: 4 p.m. (60 percent)	Mon.	Jan. 10
Last class day	Thu.	Jan. 13
Final examinations	Fri.	Jan. 14
Grades submitted by faculty on Scorpion Online 24 hours after final examinations completed	Sat.	Jan. 15
Grades available on Scorpion Online	Tue.	Jan. 18
GR: graduate application deadline	Tue.	Feb. 1
GR: master's comprehensive examination application deadline	Tue.	Feb. 1
GR: deadline to defend master's thesis	Fri.	Apr. 1
GR: master's comprehensive examination	Sat.	Apr. 2
Commencement (Spring Commencement only)	Sat.	May 21



SPRING SEMESTER 2011

Deadlines and Events	Weekdays	Dates
UG: graduation application deadlines	Sun.	Aug. 1
UG: priority admission application deadline (\$15 late-application fee after this date)	Wed.	Dec. 1
GR: priority admission application deadline (\$15 late-application fee after this date)	Wed.	Dec. 1
Registration (First day starts at 6a.m.; last day ends 11:59 p.m.)	Tue. to Mon.	Nov. 16 to Jan. 17
Emergency loan processing and regular registration	Wed. to Fri.	Jan. 5-7
Registration payment deadline: 4 p.m.	Thu.	Jan. 13
Registration voids for nonpayment	Fri.	Jan. 14
Martin Luther King holiday	Mon.	Jan. 17
First class day	Tue.	Jan. 18
Add/drop (First day starts 6 a.m.; last day ends 4 p.m. \$5 add/drop fee for each transaction)	Tue. to Thu.	Jan. 18-20
Late registration (First day start 6 a.m.; last day end 11:59 p.m. \$30 late-registration fee during this period)	Tue. to Thu.	Jan. 18-20
Emergency loan processing and late registration	Wed. to Thu.	Jan. 19-20
Audit course processing begins (7th day of semester, 2nd day of term, 3rd day of session)	Fri.	Jan. 21
Late registration and add/drop payment deadline: 4:00 p.m.	Fri.	Jan. 21
Late registration voids for nonpayment	Tue.	Jan. 25
GR: graduate application deadline	Tue.	Feb. 1
GR: master's comprehensive examination application deadline	Tue.	Feb. 1
Official record date	Wed.	Feb. 2
Deadline to withdraw without recorded grade	Wed.	Feb. 2
Deadline for pass/fail petitions	Wed.	Feb. 2
Spring Break	Mon. to Sat.	Mar. 14-19
Midterm	Mon.	Mar. 21
Deadline to withdraw with a W: 4 p.m. (60 percent)	Thu.	Mar. 31
GR: deadline to defend master's thesis	Fri.	Apr. 1
GR: master's comprehensive examination	Sat.	Apr. 2
Last class day	Mon.	May 9
Final examinations	Tue. to Mon.	May 10-16
Grades submitted by faculty on Scorpion Online 24 hours after final examinations completed	Tue.	May 17
Grades available on Scorpion Online	Wed.	May 18
Commencement	Sat.	May 21



PROGRAMS OF STUDY AND COURSE LISTINGS

Programs of study and courses listings are at the [Undergraduate Catalog](#) webpage. Course schedules for current and upcoming semesters and terms are also posted [Online Course Schedule](#).



ENROLLMENT SERVICES

ADMISSIONS

Tandy 115 • (956) 882-8295 • www.utb.edu/admissions

GO Center/Info Shop

Strategically placed in the Tandy Hall foyer on the Fort Brown Campus, the GO Center/Info Shop was created to improve relations with and provide efficient service and concise information to students and faculty, staff and community members. Through the use of cross-trained personnel and online student services, this center has successfully served as a tool to minimize paperwork, lines and confusion experienced by current and prospective students. As a one-stop center for information, it provides general university information, as well as guidance concerning, but not limited to, admission, financial aid, testing, billing, grades and registration.

Admission Policy

UTB/TSC maintains an open-door admission policy, but admission does not guarantee admission to all programs.

Admission Requirements, Undergraduate

Persons meeting one of the following conditions may be admitted:

- **High School Graduation:** An official high school transcript showing the high school seal and date of graduation must be submitted to the Office of Admissions in Tandy 115 before registration
- **Examination:** Applicants who did not graduate from high school may be admitted by successfully completing the [General Educational Development Testing Program](#). A copy of the certificate of high school equivalency with test scores must be submitted to the Office of Admissions in Tandy 115 prior to registration.
- **Individual Approval:** Applicants who do not qualify for admission under either of the above-mentioned conditions may be admitted if they are at least 18 years of age. Applicants must submit two letters of reference using the forms provided by the Office of Admissions in Tandy 115.
- **Transfer from Another College:** Students who have attended other colleges must submit official transcripts from each institution to the Office of Admissions in Tandy 115 before registration. Transfer students with fewer than 30 college credits must attend [Scorpionation](#). Additional provisions apply to transient students seeking to attend UTB/TSC for one semester or term. Veterans applying for benefits must provide a transcript to verify credit for previous education.
- **Fresh Start:** Applicants who are Texas residents may seek to enter UTB/TSC pursuant to the "academic fresh start" program described in Texas Education Code, § 51.931. If applicants inform the Office of Admissions in writing of the election, UTB/TSC will not consider in its admission decision any academic course credits or grades earned by them 10 or more years before the starting date of the semester in which they seek to enroll. Applicants who elect to apply



under this program may not receive any course credit for courses taken 10 or more years before enrolling under academic fresh start.

- **Concurrent Enrollment:** High school students may, upon recommendation of their high school principal, be permitted to enroll. Concurrently enrolled students receive college credit only. The “Request for Concurrent Enrollment Form,” which is available at the Office of Admissions, and a copy of the high school transcript with test scores must be submitted to the Office of Admissions in Tandy 115. Students interested in concurrent enrollment must meet the Texas Success Initiative testing requirement. Information about testing requirements is available at the [Office of Testing](#) in Tandy 216, or refer to the “Testing” section in this catalog.
- **Dual Enrollment:** High school students may, upon permission of the parent or guardian, be permitted to enroll. Dual-enrolled students receive simultaneous high school and college credit. The “Dual Enrollment Application and Student Guidelines Form,” available at the Office of Admissions, must be submitted to the Office of Admissions in Tandy 115 along with a copy of the high school transcript with test scores. Students interested in dual enrollment must meet the Texas Success Initiative testing requirement. Information about testing requirements is available at the [Office of Testing](#) in Tandy 216, or refer to the “Testing” section in this catalog.
- **Adult and Continuing Education:** Applicants under this category will not be required to submit academic or residency documentation until they attempt to enroll for credit courses that offer academic credit.
- **Audit:** Students who choose to audit courses must obtain departmental approval and will not receive academic credit for the course. Auditing is only offered on a space-available basis for some courses. Interested persons should contact the Office of Admissions in Tandy 115.
- **Nondegree Students:** Students who do not intend to seek a degree or complete a program are asked to contact the Office of Admissions about a special admission policy for undergraduates.
- **Family Members of Certain Deceased Public Servants:** Applicants are entitled to automatic admission if they satisfy the admission requirements and are children of public servants listed in § 615.003 of the [Texas Government Code](#) who were killed or sustained a fatal injury in the line of duty.

Note: Documents received by the Office of Admissions become property of UTB/TSC and cannot be returned to the student.

Steps for Undergraduate Admission

1. **Application:** Submit a completed “Undergraduate Admission Application” to the Office of Admissions in Tandy 115 or [apply online](#).
2. **Academic credentials:** Submit one of the following academic credentials to the Office of Admissions in Tandy 115:
 - **Incoming freshmen:** official high school transcript (to be mailed directly from the high school to the university), GED certificate, or two letters of reference if applying under the individual approval status.
 - **Transfer students:** official college transcripts for all institutions attended (to be mailed directly from the institution to the university).



- **Returning UTB/TSC students:** official transcripts from all other colleges (if any were attended) since the last enrollment.
3. **Residency:** Submit proof of Texas state residency for tuition purposes to the Office of Admissions in Tandy 115. All residency documents must include students' names and addresses and must be dated 12 months prior to the first day of the semester or term. This includes former students who have not attended UTB/TSC for more than a year. Students may be required to complete the "Core Residency Questionnaire" required by 19 [Texas Administrative Code](#) §21.21, et seq." Examples of proof of residency*:
- Permanent Texas driver's license/ID card
 - Texas voter registration card
 - Texas high school or college transcript
 - Property tax statement or receipt
 - Lease agreement
 - Utility bill
 - Employer's statement (indicating date of employment)
 - Canceled check or bank statement
 - **International Students:** Request the requirements to process a student visa or present valid immigration documentation. For further details, contact an [international specialist](#) at (956) 882-3894 or visit the Office of Admissions.
- * **Note:** If students are naturalized citizens or legal resident aliens, a naturalization certificate or resident alien card must be included.
4. **Testing:** All students must comply with Texas Success Initiative Policy (College Ready).
- **Incoming freshmen:** All incoming freshmen who are not exempt from the state-required test must take either C.O.M.P.A.S.S./eWrite, THEA or Accuplacer. Contact the GO Center/Info Shop at (956) 882-7611 or visit them in the Tandy Hall foyer. Alternatively, contact the Office of Testing at (956) 882-8875 or visit them at Tandy 216.
 - **Transfer students:** If students' TSI scores are not on the official transcripts, state required test exemption information or official TSI scores must be submitted to the Office of Testing located in Tandy 216.
5. **Advising (incoming freshmen only):** All incoming freshmen must meet with an academic advisor. Contact the GO Center/Info Shop at (956) 882-7611 or visit them in the Tandy Hall foyer. Alternatively, visit the [Academic Advising Center](#) in the Lightner Center or call (956) 882-7362 for appointment.
6. **Scorpionation (incoming freshmen only):** All incoming freshmen must attend [Scorpionation](#) (UTB/TSC orientation), at which point they will be advised and have an opportunity to register for courses. Register for orientation by filling out the Scorpionation form and paying the fee. Students who fail to attend their appointed sessions will be charged



a no-show/cancellation fee. For more information regarding orientation, visit the Office of the Dean of Students or call (956) 882-5141 or visit www.utb.edu/scorpionation.

Change of Address and Name Procedures

Change of Address

Students' current mailing and permanent addresses must be correctly listed on records. Any change in the mailing address should be promptly reported to the Office of Admissions in Tandy 115 in person, by e-mail, by regular mail, fax, or through [Scorpion Online](#). Students will not be excused from penalties on grounds of not receiving communications if their new address was not reported. Students may not claim indulgence on the plea of having moved lodgings and, therefore, not having received the communication.

Change of Name

Records of students' names are based upon the application for admission. Subsequent changes of name should be promptly reported to the Office of Admissions in Tandy 115.

Students wishing to change their names on their permanent academic records must present the appropriate documentation. To correct spelling or proper sequence of a name, students must present copies of their birth certificate. To change to a new legal name, students must present the proper name change form and a copy of the signed court order showing the authorized new legal name. To assume husbands' last names, students must present the proper name change form and a copy of the marriage certificate. Female students who wish to discontinue the use of a married name and resume the use of a maiden name, or another name, must present a divorce decree or signed court order showing court restoration of the maiden, or other name. Former students (not currently enrolled) may change a legal name to a new legal name by following the above procedure.

Former Armed Forces Members, Admission

Students who are former members of the armed forces and are admitted as undergraduates or readmitted as undergraduates (after having withdrawn to perform military service) will be given course credit for all the physical education courses UTB/TSC requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for students' degree programs for courses outside their major or minor. To be eligible, a veteran must have graduated from an accredited public or private high school operated by the U.S. Department of Defense and been honorably discharged from the U.S. armed forces after completing at least two years of service or because of a disability. To receive the credit, students must provide proof of eligibility to the [Office of the Registrar](#) ([Texas Education Code](#), § 51.3042).

Former Students, Admission (Readmission)

Former students of UTB/TSC or TSC are required to file a readmission application if they have not been enrolled during the previous semester or term. Former students must submit transcripts from all colleges attended since the last enrollment. Students who have earned less than a 2.00 GPA or have earned less than a 70 percent completion rate since attending or who left their last institution on probation may be eligible for readmission on probation. Consult with an academic advisor to determine eligibility. However, students who withdraw from the university to perform active military service as a member of the United States armed forces or the Texas National Guard (but not solely to attend 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 and may be eligible for the same financial assistance provided before the student's withdrawal.

Military Service Activation Interruption of Education

Students who are reservists or members of the National Guard may be called to active duty in the U.S. military after a semester or term has begun. These students have several options for the treatment of their enrollment and tuition.

Option to Remain Enrolled and Complete Coursework Following Brief Military Service

Under certain circumstances, students who are required to participate in active military service are excused from scheduled classes or other required activities and will be allowed to complete assignments or examinations within a reasonable time after the absence. Excused absences are permitted only if students will miss no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which they are enrolled at the beginning of the period of active military service.

Option to Withdraw, Receive Incomplete Grade or Receive Final Grade

Reservists or members of the National Guard called to active duty in the U.S. military who receive activation orders after the start of a semester or term have four other options for the treatment of tuition and fees paid to UTB/TSC and transcript notation. According to state statutes and coordinating board rules, the students may request any one of the following:

- **Withdrawn-Called to Military Duty:** The Office of the Registrar will process the withdrawal of students from all classes and record Withdrawn-Called to Military Duty (WM) on students' transcripts and the Business Office will refund the tuition and fees paid students for the semester or term in which they withdraw.
- **Incomplete-Called to Military Duty:** Students may petition instructors to assign an incomplete grade in each course. (See "Incomplete Grades" section of the catalog for eligibility.) The Office of the Registrar will designate each eligible course as Incomplete-Called to Military Duty (IM) on students' transcripts. Please note: IM grades must be resolved by students once the required paperwork is signed by the required parties within one year from the "release from active duty" date on military orders.
- **Final grade based on completed coursework:** Students may petition instructors to assign an appropriate final grade or credit for the course after successfully completing a substantial amount of coursework and having demonstrated sufficient mastery of the course material.
- **Withdrawal before official record date:** If students withdraw before the official record date of the semester or term in which they are called to active military duty and they request military leave, courses will be dropped. Courses dropped on or before official record date will not appear on their transcripts. Students may also be eligible for a refund of tuition and fees. Students should contact the Business Office to inquire about eligibility for a refund.

Note: There are no provisions for refunds for active duty service members who are deployed as a result of military orders or for individuals who choose to enter the service. The provisions listed above apply only to reservists or members of the National Guard called to active duty.



Option for Automatic Readmission Following Military Service

Reservists or members of the National Guard called to active duty (not including routine National Guard training) may be readmitted without application or payment of additional application fees within one year of the release from active duty date on military orders. Applicable students will retain academic standing and financial assistance eligibility if they meet current eligibility requirements, other than continuous enrollment or other timing requirements.

Nondegree Students, Admission

Students who do not intend to seek a degree or complete a program should contact the Office of Admissions about a special admission policy for undergraduate or graduate courses.

International Students, Admission

All international students must comply with all the general undergraduate admission requirements.

Additionally, all students must request a form I-20 at the Office of Admissions (Tandy 115) in order to obtain a student visa at the nearest U.S. Consulate or Embassy. Otherwise, students must present immigration documentation including a work permit, a copy of application for residency, a passport with any type of visa or other official documentation that allows them to attend school.

All international students holding nonimmigrant visas must maintain approved comprehensive medical insurance while enrolled. The cost varies and is in the amount of the premium approved for The University of Texas System health-insurance plan. This cost will be automatically added to the tuition and fees at every registration. This charge may not be paid in installments. Mexican students are exempt from this requirement unless they are on a J-1 visa.

A waiver from this fee may be obtained by providing proof of an acceptable alternate insurance to the [Student Health Services](#) director (Cortez 228). Proof of insurance must include an identification card with insurer's name, policy coverage showing effective and expiration dates and coverage of at least \$100,000 in medical benefits. The insurance identification card must be in English. If the required medical evacuation and repatriation coverage are not included, these may be purchased separately at the [Business Office](#) (Tandy 108) for a \$35 annual fee. This waiver must be renewed every year. Students granted a waiver must immediately notify the Student Health Services director if there is a lapse in the alternate insurance coverage approved by UTB/TSC.

U.S. residents or citizens who wish to purchase health insurance may contact the [Student Health Services](#) director at Cortez 228.

For admission procedures and required tests for graduate studies, consult the [Office of Graduate Studies](#) in the University Boulevard Classroom Building, Room 1.202.

Residency Classification for Tuition Purposes

Lower-division Resident Indistrict Students

Residents of the taxing district of Texas Southmost College, which includes Brownsville, South Padre Island, Port Isabel, Laguna Vista, Bayview, Los Fresnos, Olmito, Rancho Viejo and certain areas in San Benito, pay indistrict tuition rates.



Individuals and their dependents who are domiciled in the United States and own property in the district subject to ad valorem taxation are also charged the indistrict rate.

Evidence of ownership of such property shall be a current certificate of payment provided by the Cameron County, Texas, tax-assessor collector. It must be submitted with the application for admission and will be retained. This evidence must be resubmitted annually.

Dependents of property owners must submit a copy of the prior year's income tax form listing the student as a dependent.

Lower-division Resident Out-of-district Students

Residents who do not reside in the Texas Southmost College taxing district (described above) must pay out-of-district tuition rates for their lower-division courses.

Lower-division Nonresident Students

Citizens or permanent residents of the United States but are not domiciled in the United States are classified as nonresidents. Foreign students or aliens who are not permanent residents of the United States or who have not been permitted by Congress to adopt the United States as domicile while in this country also are classified as nonresidents.

Individuals classified as nonresident or foreign students may qualify, under exceptions specified in the statutes and rules, for resident tuition rates and other charges while continuing to be classified as nonresident or foreign students.

Students entering for the first time, or students reentering after an absence of more than one semester or term, should carefully read the rules governing residence in order to be prepared to pay the required tuition. Information and advice regarding residency status is available from the Office of Admissions.

Upper-division, UTB Undergraduate Resident Students

Residents for tuition upper-division courses are defined as persons or dependents of parents who have established domiciles in Texas no fewer than 12 months before the census date of the academic semester or term in which they enroll in an institution and who maintain a residence continuously in Texas for the 12 months immediately before the census date of the academic semester or term in which they enroll in an institution. Individuals are also residents for tuition purposes if they meet the following requirements:

- Graduated from an accredited Texas high school, received a GED or successfully completed a nontraditional secondary education such as a home-school
- Continuously maintained a residence in Texas for the 36 months immediately before graduating from high school or receiving the GED
- Resided in Texas for the 12 months before the census date of the academic semester or term in which they enrolled in an institution.

In addition to satisfying the domicile requirements, students who seek resident status for tuition purposes must be either U.S. citizens, permanent residents of the United States, aliens that have filed an I-485 application for permanent residency and have been issued a fee-filing receipt or notice of action by USCIS showing that their I-485 has been



reviewed and has not been rejected, or aliens who have been permitted by Congress to remain in the United States under certain conditions. For a complete list of immigration categories under which non-U.S. citizens may establish a domicile in Texas for resident tuition purposes, please review the [Texas Administrative Code](#).

Upper-division, UTB Undergraduate Nonresident Students

Individuals are nonresidents for tuition purposes if they are citizens, permanent residents of the United States or otherwise qualifying non-U.S. citizens who have not met the state requirements for establishing residency for tuition purposes. While the state requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require a minimum of 12 months residence in Texas before enrollment.

Upper-division, UTB Undergraduate Foreign Students

Individuals classified as nonresident or foreign students may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as nonresident or foreign students. Information about residency, reclassification, tuition exceptions and waivers is available at the Office of Admissions and the Office of Financial Aid. [Tuition and fees are subject to change as laws and conditions may necessitate.]

Upper-division, Waivers for Certain Nonresident Students

Persons who are not residents for tuition purposes may be permitted to pay resident tuition if they qualify under a waiver program. Waiver programs exist for several different categories of students, including, but not limited to, certain students whose families' jobs have been transferred to Texas under economic development programs; teachers, professors, teaching assistants, research assistants and their spouses and dependents; competitive scholarship recipients; individuals from Mexico; beneficiaries of the [Texas Tomorrow Fund](#); certain Foreign Service officers; members of the armed forces and their families; certain family members of Armed Forces service members who died while in service; and certain veterans and service members, their spouses and children if the veterans or service members are 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. Additional Information about these waivers is available at the Office of Admissions and the Office of Financial Aid.

Required Residency Documentation

Students are responsible for providing proof of residency documentation as required by the public institution of higher education. If students question whether they are correctly classified as a resident or nonresident of Texas, it their obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the institution in which they are enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If students' classification as a resident becomes inappropriate for any reason, it is their responsibility to notify the proper administrative officials at the institution. Failure to notify the institution may result in disciplinary action or other penalties.

Reclassification as a Nonresident

Persons who have been classified as residents of Texas will be reclassified as nonresident students whenever they report, or there are found to exist, circumstances indicating a change in legal residence to another state. If students who have been classified as residents of Texas are found to have been erroneously classified, those students will be



classified as nonresidents and will be required to pay the difference between resident and nonresident fees for those semesters or terms in which they were erroneously classified.

Reclassification as a Resident

Persons classified as nonresidents of Texas upon first enrollment are presumed to be nonresidents while they continue as students. After residing in Texas for at least 12 months, nonresident students may be reclassified as resident students as provided in the rules. Tuition as a resident of Texas will be charged at any subsequent registration as long as they continue to maintain their legal residence in Texas. Supporting documentation for reclassification must be submitted to the Office of Admissions prior to the official record date.

Transient Students and Transfer of Credit

Applicants actively seeking a degree at a college or university, or “home institution” other than UTB/TSC, may be considered for admission to UTB/TSC as transient students. Transient enrollment is limited to one semester or term only. Transient students are nondegree-seeking and are not eligible for financial aid. Transient students must abide by the satisfactory academic progress standards of their home Institution and not those of UTB/TSC. Applicants who wish to attend UTB/TSC for more than one consecutive semester or term, or to seek a degree from UTB/TSC, must apply for admission as transfer students. At all times, transient students are solely responsible for selecting courses at UTB/TSC that meet the requirements of their respective home institutions.

Admission Requirements for Transient Student Admission

Applicants must be in good academic standing and eligible to return to their home institution and must remain enrolled at the home institution during the semester or term that immediately precedes the semester or term spent at UTB/TSC.

Transient Application Procedures

By the applicable deadline for the selected semester or term, submit the following to the UTB/TSC Office of Admissions:

- Part I of the [ApplyTexas](#) “Transient Student Application” for the appropriate semester or term. Applications must be received on or before the posted deadline.
- Nonrefundable application fee
- One of the following:
 - Completed transient form signed and dated by an authorized official of the home institution
 - Official transcript from the home institution that reflects enrollment during the semester, term or quarter immediately preceding the proposed semester or term to be spent at UTB/TSC, as well as proof of meeting the requirements for transient student admission to UTB/TSC.

Transfer of Credit Policy for Transient Students

Official transcript evaluation must be completed by the Office of Admissions. It is the responsibility of transient students to determine that the courses they take at UTB/TSC will transfer and meet the requirements of their home institution.



Transfer Student Outreach, Incentives and Transfer of Credit

Many students do not take the conventional, straight path from high school to a four-year college degree. UTB/TSC welcomes applications for admission from transfer students who are in good standing at other institutions of higher education. Moreover, UTB/TSC strives to enable transfer students to blend their college experiences seamlessly – and without financial penalty.

Outreach Efforts

The unique and historic partnership between UTB and TSC enables numerous students to successfully make the transition from lower-division coursework to upper-division coursework and, ultimately, to graduation with a bachelor's degree.

Although TSC's historical foothold in the community makes this relationship fruitful for both institutions, UTB/TSC is committed to ensuring that students from other community colleges and junior colleges consider completing their four-year degrees at UTB/TSC.

Tuition Incentive: Flat-rate Tuition

Students who take 15 or more credit hours pay a flat tuition rate. In other words, all hours taken more than 15 per semester or term are free.

Tuition Incentive: Discount for Nonpeak Hours

Students receive a 25 percent discount on tuition for classes taken at 7 a.m. or on weekends. They also receive a 10 percent discount for classes taken during historically nonpeak hours (1-4 p.m.).

Transfer of Credit Policy

Regular undergraduate academic credit may be transferred from another institution if:

- The credit was earned at an accredited institution.
- The nature, content and level of the courses for which credit is sought are comparable to courses offered by UTB/TSC.
- The courses for which credit is sought are appropriate and applicable to programs offered by UTB/TSC.

Transfer credits accepted for admission purposes may not be applicable toward a degree. Catalog descriptions and other materials from the institution at which the credit was earned will be used to determine whether transfer credit will be applicable toward a degree. In the case of postsecondary work from foreign institutions, The Country Index, published by the [International Education Research Foundation, Inc.](#), will be used to determine if transfer credit will be applicable for admission or degree purposes. There is no limit to the number of hours credited for acceptable transfer courses.

Courses That Do Not Transfer

- Precollege courses, such as remedial reading, developmental reading, speed-reading, remedial science and orientation



- Drill or skill courses such as filing methods and vocational or technical training courses such as shop courses that are not part of the Associate of Applied Science (A.A.S.) or certificate programs (There will be exceptions to this rule in the case of the Bachelor of Applied Arts and Sciences (B.A.A.S.) and the Bachelor of Applied Technology (B.A.T.) degrees.)
- Doctrinal courses in religion (Courses in religion of a historical or literary nature (but nondoctrinal) are transferable up to a maximum of 12 credit hours of lower-division credit.)

Credit for Life Experience

In the case of the Bachelor of Applied Arts and Sciences (B.A.A.S.) and the Bachelor of Applied Technology (B.A.T.), credit is accepted:

- That has been validated and placed on the transcript by an accredited community college or technical institution as an integral part of an Associate of Applied Science (A.A.S.) or certificate
- Through the approval of a submitted portfolio developed through the EXPL 2301 Analysis of Learning Outcomes and Competencies course and as part of a prerequisite toward an A.A.S. or certificate

The [American Council on Education's](#) (ACE) "[Guide to the Evaluation of Educational Experiences in the Armed Services](#)" will be used to evaluate life-experience credit for members of the armed services, who must request transcripts of their military education and training from the college of their service. The Office of Admissions will assist students in this process. The Department of Applied Technologies (B.A.T. and B.A.A.S. programs) can verify the listed course equivalents in the "Guide to Evaluation of Educational Experiences in the Armed Forces."

Disputes Involving Transfer Credits

The Office of Admissions is responsible for evaluating transfer credit and will inform students of credits awarded. If the Office of Admissions does not accept course credit earned at another institution of higher education, it will notify students and sending institutions in writing that transfer credit has been denied and identify the reasons for the denial. Written notice will also include the procedures for resolving transfer disputes for lower-division courses, accompanied by instructions outlining the procedures by which students may appeal the decision to the [Texas commissioner of higher education](#).

Students who receive such a notice may dispute it by following the appeal process below or by contacting the designated official at the sending institution. UTB/TSC, the institutions and students will first attempt to resolve the transfer of the course credit in accordance with Texas law. That attempt will follow these procedures:

1. Students will request a "Transcript Evaluation Petition" form from the Office of Admissions indicating the transfer courses denied.
2. Students will submit the completed "Transcript Evaluation Petition" form to the appropriate academic school or college for review.
3. Once the "Transcript Evaluation Petition" has been reviewed by the chair and dean of the appropriate academic school or college, the decision will be forwarded to the Office of Admissions:



- If transfer credit is approved by the appropriate academic school or college, the Office of Admissions will grant transfer credit and notify students about the transfer credits awarded.
 - If the transfer credit is denied by the appropriate academic school or college, the appropriate academic school or college will notify students about the transfer credits denied.
4. If the dispute cannot be resolved to students' or sending institutions' satisfaction within 45 days after students receive the denial notice, the sending institution may ask the commissioner in writing to resolve the dispute and UTB/TSC will notify the Texas commissioner of higher education in writing of the denial and the reasons for the denial. The commissioner or the commissioner's designee will make the final decision on the dispute and notify the student and institutions in writing of that decision.

Resolution of Transfer Disputes for Lower-division Courses

The following procedure, which is outlined in 19 [Texas Administrative Code](#), §4.27, will be followed by public institutions of higher education in resolving disputes involving transfer of TSC lower-division courses:

1. If a public institution of higher education does not accept course credit earned by students at another institution of higher education, the receiving institution shall give written notice to the students that the transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. Students who receive notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the [Texas Higher Education Coordinating Board](#) rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of students or the sending institutions within 45 days after the date students received written notice of the denial, the institution that denies the course credit for transfer shall notify the commissioner of the Texas Higher Education Coordinating Board of its denial and the reasons for the denial.

The Texas commissioner of higher education or the commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to involved students and institutions.

Questions concerning the evaluation of transfer credit should be referred to the Office of Admissions in Tandy 115. UTB/TSC students who have difficulty having the UTB/TSC credit accepted at other Texas public institutions should contact the Office of the Registrar at UTB/TSC for initiation of the transfer dispute resolution process.



FINANCIAL AID

Tandy 206 • (956) 882-8277 • www.utb.edu/financialaid

Student financial assistance programs help eligible students who, without such aid, would be unable to attend college. Financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits and scholarships. For specific work-study opportunities, visit the "[Work-study](#)" webpage at the Office of Financial Aid website.

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

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

Students are required to maintain certain scholastic standards in order to continue receiving certain financial aid. See the "Undergraduate Satisfactory Academic Progress (S.A.P.) Standards for Financial Aid" section (below) for more information.

Applying for Financial Aid

The "Free Application for Federal Student Assistance" (FAFSA) is used to consider students for all financial assistance. Financial aid for eligible students is available in the form of grants, scholarships, college work-study, loan programs, and veterans' benefits that are funded by federal, state or local sources.

Competitive Scholarships

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

Developmental Credits: How They Affect Enrollment Status

Students cannot receive financial-aid consideration for more than the equivalent of one year of developmental courses (30 semester credits hours). This limit applies to ESL courses and courses below the 1000 level. Any developmental credit hours attempted after reaching 30 hours will not be counted in students' enrollment status as used in determining financial-aid eligibility. For example: Students who have already completed or attempted 30 developmental credit hours, but then enroll for 12 credit hours with three of the hours as developmental credit hours will only receive financial aid for nine credit hours (three-quarter-time status).

Distribution of Financial Aid Funds

Typically, financial assistance funds will be applied to student accounts to cover tuition and fees. Award balances for that period are deposited directly to students' bank accounts or a manual checks are prepared and mailed students on



or about the first class day. Eligible students who register late will receive the balance of their award after the official record date. College work-study funds are paid on a biweekly basis as they are earned.

Enrollment Status: How it Affects Student Financial Aid

The Office of Financial Aid recalculates financial aid eligibility for students changing enrollment status on or before the official census date (twelfth class day for fall or spring semesters, fourth class day for summer terms). Recalculations are processed for schedule changes initiated by students (in the form of add/drops) or by the university (in the form of canceled courses or other administrative changes).

If students add, drop or withdraw from courses after financial aid is disbursed and this results in a decrease in total credit hours enrolled, financial aid funds may be owed back to financial aid program or students may owe other charges to the university. Check with an advisor in the Office of Financial Aid before making schedule changes.

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

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

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

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

Failure to Earn a Passing Grade

If students fail to earn passing grades in all classes during the semester or term, the institution will assume they withdrew unofficially and will calculate the return of Title IV funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60 percent in time for that semester or term, students may owe funds to the Title IV financial aid programs or the institution. Students have 10 days from the date the institution notifies them to clarify their enrollment status. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. Students are responsible for payment of any institutional charges or Title IV funds resulting from delayed notification of the last date of instructional activity. Failure to make satisfactory payment arrangements on or before the 45th day may result in the following consequences:

- Notification to the federal government of overpayment



- Notification to lenders, servicers and guarantors of the last date of attendance on at least a half-time basis
- Cancellation of future scheduled loan proceeds
- Cancellation of future scheduled restricted grant, scholarship or work-study program funds
- Cancellation of future scheduled Pell Grant awards, Academic Competitive Grants and National S.M.A.R.T. awards
- Ineligibility for aid in the future, or until overpayment is settled

Students should meet with a financial aid advisor for a withdrawal evaluation before making a decision to withdraw or stop attending classes.

Procedures for Return of Title IV Funds

If the total amount of Title IV grant or loan assistance that students earned is less than the amount disbursed to or on behalf of students, the difference between these amounts must be returned to the Title IV programs in the following order of priority (not to exceed the amount originally disbursed):

- Unsubsidized federal direct loans
- Subsidized federal direct loans
- P.L.U.S. direct loans
- Federal Pell Grant (As of summer 2010, students meeting new criteria may qualify for additional year-round Pell awards.)
- Academic competitive grant
- National S.M.A.R.T. Grant
- Federal SEOG Grant
- Other Title IV assistance (excluding FWS)

The school and students share the responsibility for returning Title IV aid. The school returns unearned Title IV funds that have been paid to the school to cover the student's institutional charges received from Title IV grant or loan programs. Students are responsible for repaying UTB/TSC for any unpaid institutional charges resulting from the return of Title IV funds calculation.

The school must return Title IV funds due to the federal programs no later than 45 days after the date the school determines students withdrew.

If students owe funds back to the Title IV programs, the institution will advise them within 45 days of determining that they withdrew. Students have 45 days from the date of notification from the institution to take action on the overpayment. If their portion of unearned Title IV funds included a federal grant, students have to pay no more than 50 percent of the initial amount that they are responsible for returning. Immediate repayment of the unearned loan amount



is not required because students repay the loan to the lender according to the terms or conditions in the promissory note. The institution will advise the lenders of students' withdrawals within 45 days of determining students withdrew.

No additional disbursements may be made to students for the semester or term. If students do not repay the amount owed to the Title IV programs or do not make satisfactory payment arrangements with the U.S. Department of Education, UTB/TSC will report to the [National Student Loan Data System](#) (NSLDS) that the students received overpayment. The students lose eligibility for further Title IV aid until this is resolved.

Note: Students completely withdrawing after the official record date (ORD) should also refer to the "Undergraduate Satisfactory Academic Progress (S.A.P.) Standards for Financial Aid."

Return of Title IV Student Financial Aid Funds When Students Withdraw

When federal Title IV grant or loan assistance is disbursed, but recipients do not complete the semester or term, the law requires that UTB/TSC calculate the amount that must be returned by the school or students to Title IV program accounts.

The date students initiate withdrawal or the date the institution determines students officially or unofficially withdrew (stopped out) is used for calculating the percentage used in the formula for return of Title IV funds. For students who withdraw without notifying the institution (unofficially withdraw or drop out), the withdrawal date is:

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

The number of days from the first class day to the withdrawal date divided by the number of days in the payment period (semester or term) equals the percentage of Title IV funds earned. If the withdrawal date is after the 60 percent point of the semester or term, students have earned 100 percent of the Title IV funds.

Note: For additional information about withdrawals, return of Title IV and sample calculations, see a financial aid advisor.

Undergraduate Satisfactory Academic Progress (S.A.P.) Standards for Financial Aid

UTB/TSC monitors academic progress every fall and spring semester or term to identify enrolled students who are experiencing difficulty achieving their academic goals. Academic standing is an evaluation based on grade point averages and course completion rates. The Maximum Hours Evaluation is used to measure a student's progress within a degree program. Both S.A.P. evaluations include all undergraduate credits for which students are registered for on the official record date (according to the published [Academic Calendar](#)) during any period of credit-hour enrollment offered at UTB/TSC, including miniterms and summer terms and all accepted transfer credits, even for courses taken during periods when students were not receiving financial aid and periods of dual enrollment. Earned hours are those credits for which students receive a passing grade (according to grade standards published in the Undergraduate Catalog). Courses with grades of A, B, C, D, P and CR are considered as attempted and earned semester credit hours. Courses with grades of F, W, WS, WC and WM are considered as credit hours attempted, but not earned. Incomplete courses (with



grade of I or IM) are considered as attempted hours until a final grade is posted. Students are required to request a re-evaluation after successful completion of an incomplete course. Repeated course hours (designated as R) are included as attempted hours but excluded from earned hours, regardless of course grade. Withdrawn courses are considered attempted credits but are excluded from earned credits, regardless of reason for withdrawal.

The components of the “Undergraduate Satisfactory Academic Progress (S.A.P.) Standards for Financial Aid”:

- Academic standing
- Maximum hours

Undergraduate Academic Standing

Undergraduate students interested in receiving financial aid consideration must maintain good standing, as defined in the institutional S.A.P. policy available at the UTB/TSC “[Satisfactory Academic Progress](#)” website. Students in probation status may also receive financial aid consideration. However, students entering or returning from suspension status, must have an approved appeal from the Office of the Vice President for Academic Affairs in order to receive financial aid consideration for undergraduate maximum hours

The standard for maximum hours evaluates the number of cumulative attempted credits against the maximum hours allowed for the program of study. In order to receive financial aid consideration, students may not exceed 150 percent of the minimum credits required to complete the program of study.

Enrolled students with attempted credits totaling at least 85 percent of the maximum hours for the program of study after the fall or spring semester or term will receive a “Maximum Hours Alert.” Students with attempted credits equal to or exceeding the maximum hours enter maximum hours suspension and may no longer receive financial aid for the active program of study.

For example, for students pursuing an associate degree requiring 64 credit hours, no financial aid consideration would be available after attempting 96 credit hours, even if they have yet earned the associate degree and meet all other satisfactory academic progress standards. $(64 \times 1.5 = 96)$

Two appeal options are available to students entering or returning from suspension status:

- Academic standing appeal: administered by the Office of the Vice President for Academic Affairs
- Maximum hours appeal: administered by the Office of Financial Aid

Undergraduate Academic Standing Appeal

To appeal an academic standing suspension, students must submit a written appeal with supporting documentation and a current UTB/TSC unofficial transcript to the Office of the Vice President for Academic Affairs. Appeal forms are available at the “[Satisfactory Academic Progress](#)” website. The appeal must explain and documentation must support the unusual circumstances that prevented them from meeting required academic standards. Unusual circumstances may include: death of a close family member, extended illness, personal injury or other extraordinary circumstances. Supporting documentation may include: death certificate, physician’s statement or police report. During the appeal process students must be prepared to pay their own expenses, such as tuition, fees, books and supplies without



expectation of financial aid reimbursement. A decision by the Academic Standing Appeal Review Committee will be rendered within two weeks. The decision is final.

Undergraduate Maximum Hours Appeal

To appeal a maximum hours suspension, students must submit to the Office of Financial Aid an approved degree plan with an analysis by their academic advisor indicating the total remaining hours required for program completion.

Students may appeal to the Office of Financial Aid if the maximum hours limit is met or exceeded due to developmental hours, changes in majors, degrees, or if pursuing a second degree or certificate. During the appeal process, students must be prepared to pay their own expenses – tuition, fees, books, supplies – without expectation of financial aid reimbursement. A decision by the Financial Aid Maximum Hours Appeal Review Committee will be rendered within two weeks and is final.

Undergraduate Financial Aid Consideration

If students responsible for paying their own expenses – tuition, fees, books, supplies – they will not be reimbursed for periods of suspension. Students returning to good standing (cumulative 70 percent completion rate and cumulative 2.0 GPA) or probation (70 percent term completion rate and 2.0 term GPA) status after periods of suspension and without exceeding maximum hours for their active degree program are eligible for financial aid consideration.

NEW STUDENT RELATIONS

Tandy 116 • (956) 882-8860 or (877) UTB-TSC1 • www.utb.edu/newstudent

The mission of the Office of New Student Relations is to offer quality services, promote opportunities available through programs of study and provide access to information and assistance to prospective students during the enrollment process. The department coordinates campus visits and group tours for prospective students and their families. For more information or to schedule a campus tour, contact New Student Relations.

REGISTRAR

Tandy 105 • (956) 882-8254 • www.utb.edu/registrar

Adding or Dropping a Class

Students may add or drop courses during the official add and drop period as indicated on the [Academic Calendar](#). Students who drop courses will receive the following grades on their transcripts:

- Before the official record date yet still enrolled in at least one credit hour: no grade on transcript
- After the official record date but prior to the “deadline to withdraw” yet still enrolled in at least one credit hour: W
- After the official record date but prior to the “deadline to withdraw” yet still enrolled in at least one credit hour: W

See the “Academic Policies” chapter of this catalog for further Information about adding and dropping classes.



Students can add or drop classes through [Scorpion Online](#) or in person at the Office of the Registrar in Tandy 105. Students are responsible for ensuring that their requests are processed by the specified deadline.

Graduation Application

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as candidates for degrees, students must submit a complete graduation application packet for a degree to the Office of the Registrar by the appropriate deadline. Graduation application deadlines are March 1 for December graduation, Aug. 1 for May graduation and Nov. 1 for August graduation.

Students should obtain an official degree audit one year prior to their expected graduation date to avoid graduation conflicts. An academic advisor can assist students with official degree audits.

Students who graduate with their first bachelor's degree may be eligible for a tuition rebate. See "Tuition Rebate Program" for more information about this opportunity.

Registration Process

To attend classes, students must first register or enroll for the courses they wish to attend and pay all appropriate tuition and fees. Students must complete all admission procedures prior to registration. Information about registration dates and times is listed in the [Academic Calendar](#) and the printed course schedule for each semester or term. Information about registration procedures and deadlines may be obtained from the GO Center/Info Shop in the Tandy Hall lobby, (956) 882-7611, the Office of the Registrar in Tandy 105, (956) 882-8254, or the Academic Advising Center (956) 882-7362.

Registration Requirements

- Clear all admission requirements.
- Clear all outstanding institutional debts.
- Clear all outstanding institutional holds on academic records.
- Complete testing requirements.
- Attend Scorpionation (incoming freshmen only): Incoming freshmen are required to attend a Scorpionation session (UTB/TSC orientation) where they will receive advising and register for classes. Visit the Office of the Dean of Students at the Student Union 1.20, call (956) 882-5141 or visit [Scorpionation](#) website.

Registration Methods

Students may register for classes through [Scorpion Online](#). Students encountering problems with registration are encouraged to contact the GO Center/Info Shop in the Tandy Hall foyer at (956) 882-7611, the Office of the Registrar in Tandy 105 at (956) 882-8254, or the Academic Advising Center in the Lightner Center, (956) 882-7362.

Examples of outstanding financial holds and requirements that will prevent students from registering:

- Admission records pending



- Advising
- Balance on emergency loan
- Balance on financial aid repayment
- Balance on installment plan
- Balance on student account
- Exit loan interview
- Library fines
- Parking citation
- Placement testing
- Scorpionation

Registration Blocks

Block Type	Contact	Phone	Location
Admission	Admissions	(956) 882-8295	Tandy 115
Financial Holds and Bars	Business Office	(956) 882-8202	Tandy 107
Foreign Student	Counseling Center	(956) 882-8292	Cardenas Hall North Annex
Graduate Overload	Graduate Studies	(956) 882-6552	UVCB
Graduate Status	Graduate Studies	(956) 882-6552	UVCB
Library Fines	Library	(956) 882-8221	University Boulevard Library
Placement Test	Academic Advising Center	(956) 882-7362	Lightner Center
Student Petition	Department office of corresponding course		
Suspension	Academic Advising Center	(956) 882-7362	Lightner Center
Undergraduate Overload	Dean of school or college of corresponding program of study		
Admission to Upper-division	School of Business	(956) 882-5804	EDBC 1.402

Registration for Students with Disabilities

Students with disabilities may request assistance through Disability Services. Students who need help with registration should contact the office during early registration. Students who need special services throughout the semester or term should inform Disability Services several weeks before the semester or term. For more information, contact [Disability Services](#), located in the Lightner Center at (956) 882-7374.

Registration for Students with Incomplete TSI Requirements

Students not meeting the Texas Success Initiative minimum passing standards for math, reading and writing must enroll in the appropriate developmental course in each area where the standard has not been met. Students must be in



continuous enrollment until the developmental sequence has been completed in all deficient areas or until the TSI requirements have otherwise been met.

The UTB/TSC TSI recommended examination is the C.O.M.P.A.S.S./e-Write.

C.O.M.P.A.S.S./e-Write Placement Table

MATHEMATICS: Course Placement or Action	C.O.M.P.A.S.S. Score
MATH-0120: Basic Math	00-18
MATH-0421: Introductory Algebra	19-28
MATH-0422: Intermediate Algebra	29-38
Passing score (no remediation required)	39 or higher
Referral to the mathematics department for further testing**	39 or higher and advanced high school math
READING: Course Placement or Action	C.O.M.P.A.S.S. Score
Referral to the Student Success Center*	00-46
READ-0320: College Reading I	47-65
READ-0321: College Reading II	66-70
READ-0322: College Reading III	71-80
Passing score (no remediation required)	81 or higher
WRITING: Course Placement or Action	C.O.M.P.A.S.S. Score
Referral to the Student Success Center*	0-3 or 4 and high school graduate (English language)
ENGL-0320: College Writing Skills I	4 and high school graduate (English language)
ENGL-0321: College Writing Skills II	5
Passing score (no remediation required)	6 or more

* Students who score less than the minimum placement scores for reading and writing on any TSI examination will have a block placed on their registration and will be referred to the [Student Success Center](#) for further evaluation, counseling and placement. These students may be directed to [The Language Institute](#) for additional testing and placement in the ESOL program, to Career Counseling to discuss career options and possible enrollment in a certificate program, or to [Disability Services](#) for information about services, testing and possible accommodations. If students are determined to be fluent in English, the computer block may be removed by the SSC counselor so that they can enroll in Writing Skills I or College Reading I. An appropriate instrument will be utilized to test English proficiency.

** Students who score 39 or higher on the C.O.M.P.A.S.S./e-Write qualify for MATH-1314 College Algebra. Students who have higher-level mathematics skills will be referred to the Department of Mathematics for placement testing in pre-calculus or calculus. An appropriate instrument will be utilized to test for higher-level mathematics skills.

Transcripts

Official Transcripts

Official transcripts are comprehensive records of students' academic progress. They include transferred courses, credit earned by exam, degrees awarded and any test scores required by the state. An official transcript lists the name of the institution, the official institution seals and the signature of the registrar. There is a fee for each transcript requested.

Official transcript requests cannot be processed for students who have any outstanding institutional debts or if they are not in compliance with federal financial aid requirements or other institutional requirements. Students may request



official transcripts in person at the Office of the Registrar in Tandy 105, by mail, by fax to (956) 882-8832 or by third-party request.

Unofficial Transcripts

Unofficial transcripts list all of students' coursework, but do not include the institution's name, seal or signature of the registrar. Unofficial transcripts may be issued free of charge to students who have an institutional hold placed on their records. Unofficial transcripts will be distributed only students whose names appear on the transcript. If students are not present at the time of the request, they must submit signed authorizations in order for a third party to pick up the unofficial transcript. This third party must present picture identification and a signed authorization (from the student whose name appears on the unofficial transcript) at the Office of the Registrar before the unofficial transcript is released.

Note: Current students may print their unofficial transcripts by using [Scorpion Online](#).

Withdrawing From All Classes

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 or 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 students from class for nonattendance. An instructor-initiated drop will result in a W or an F on students' permanent records.

Students can withdraw from all classes through [Scorpion Online](#) or in person at the Office of the Registrar in Tandy 105. Students are responsible for ensuring that their requests are processed by the specified deadline.

Verification of Enrollment

Verification of enrollment is the process where the Office of the Registrar provides proof that students are or were enrolled in credit hour courses for a particular term. This service can be requested in writing for any previous or currently enrolled semester or term. Verifications of enrollment requested for a current term cannot be processed until after the official record date for that term has passed. A written request must be submitted to verify enrollment for any academic term.

Note: Verification of enrollment for student loan deferment purposes should be requested at the Office of Financial Aid located in Tandy 206. Documents received by the Office of the Registrar become property of UTB/TSC and cannot be returned to students.



VETERANS' BENEFITS

Tandy 205 • (956) 882-8980 • www.utb.edu/veterans

The Veterans Affairs Certifying Office is available to help all eligible veterans or dependents of veterans attending or planning on attending UTB/TSC to obtain financial assistance and Information about veteran benefits. Applications may be turned in to the Veterans Affairs Certifying Office or made online.

Students must be eligible under one of the following programs:

- Chapter 30: Montgomery GI Bill-Active Duty
- Chapter 31: Vocational Rehabilitation
- Chapter 32: Veterans Educational Assistance Program (VEAP)
- Chapter 33: Post 9/11 GI Bill
- Chapter 35: Survivor's and Dependents' Educational Assistance Program
- Chapter 1606: Montgomery GI Bill – Selected Reserve
- Chapter 1607: Reserve Educational Assistance Program (R.E.A.P.)

Students receiving Veterans Administration educational benefits must maintain the standards of satisfactory academic progress as published in the undergraduate and graduate catalogs.

Hazlewood Act

Texas veterans may be exempt from paying tuition and fees, except for the student-services fees. To obtain the exemption of tuition and fees under this act, an approved application must be on file with the Veterans Affairs Certifying Office Department of the Office of Financial Aid three weeks prior to registration payment deadline. Also, children of armed forces members who were killed in action, who died while in service, who are missing in action or whose death is documented to be directly caused by illness or injury connected with service in the armed forces of the United States and children of members who became totally disabled for purposes employability may be entitled to an exemption if they are residents of Texas.

Transferability of Benefits (legacy program)

Eligible veterans may assign unused hours of exemption eligibility to a child under certain conditions. To check eligibility, contact the Office of Veterans Affairs at (956) 882-8980.

Combat Exemption for Children of Military Service Members

This program's purpose is to provide an education benefit to children, or stepchildren, of armed forces members who are deployed to active duty in a combat zone outside the United States.



TESTING

Tandy 216 • (956) 882-8875 • www.utb.edu/testing

Specific information about any of the testing programs may be obtained from the Office of Testing.

Credit by Examination

Students may earn course credit by demonstrating their skills through testing. Some students might have taken college-level courses while in high school or might have mastered subject areas in nontraditional ways. In such cases, credit is granted when learning is demonstrated in various standardized examinations.

Credit for specific courses is awarded on the basis of testing programs that [The College Board](#) have developed and validated and for which norms have been established. UTB/TSC grants credit for particular Advanced Placement (AP) tests and particular College Level Examination Program (CLEP) tests. Contact the Office of Testing to obtain a copy of the current “Credit by Examination” brochure, which contains a listing of tests accepted, minimum required scores and course equivalents.

Credit by examination policies are:

- New students may be eligible to receive credit provided they are enrolled for the next semester or term and are not, at that time, concurrently enrolled in high school.
- Credit by examination may not be:
 - Earned for any course in which students are currently enrolled
 - Earned in any course for which students previously have received a grade either in this or any other university
 - Earned in any subject in which students already have credit for the same or a more advanced course in the subject
 - Earned in any course that has prerequisites, unless the prerequisites were fulfilled before the examination scores were submitted. This does not preclude the possibility of meeting a sophomore standing prerequisite either by examination or by a combination of coursework and examination.
 - Used to reduce the general degree requirement to have completed in residence of at least 24 credit hours, including at least 12 of the last 18 hours earned in residence
 - Used to receive credit for a course for which credit by examination has previously been granted

Final decisions regarding the granting of credit by examination will be made by the appropriate department chair and dean. Examinations may not be repeated within one year.



Developmental Course Placement and Sequence

Students who have tested (THEA, C.O.M.P.A.S.S./e-Write, etc.) and scored below minimum college-ready test scores require academic advising for course placement and sequencing.

Texas Success Initiative (TSI) Program

The [Texas Success Initiative Program](#) requires UTB/TSC to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide information about reading, writing and mathematics skills.

TSI Testing Mandatory

UTB/TSC requires all associate and bachelor's degree-seeking students to take all three sections of the TSI examination – reading, writing and mathematics – for placement purposes. Students who are exempt from TSI assessment are not charged a fee for UTB/TSC's initial placement testing. The test currently used for placement purposes as well as the TSI requirement is the C.O.M.P.A.S.S./eWrite. Students who attempt and fail a section or sections of the C.O.M.P.A.S.S./eWrite may retest 30 days after the original C.O.M.P.A.S.S./eWrite assessment. The Office of Testing recommends that students use this time for study and practice.

TSI Requirements

In fall 2003, the [Texas Higher Education Coordinating Board](#) (THECB) implemented the Texas Success Initiative (TSI) for Texas public institutions of higher education, a program to replace the former TASP program. The THECB intends for Texas' public institutions of higher education to use the flexibility and responsibility of TSI rules to improve individualized programs and ensure the success of students in higher education. UTB/TSC makes every effort to ensure that students enjoy equal opportunity to succeed in their academic coursework. To facilitate their college readiness for such coursework, the Office of Testing assesses students with a TSI-required assessment instrument and places them in courses based on their assessment results.

TSI Assessment Instruments

TSI-approved test instruments are ACCUPLACER, C.O.M.P.A.S.S./eWrite and Texas Higher Education Assessment (THEA), formerly known as TASP. The test of choice at UTB/TSC is C.O.M.P.A.S.S./eWrite.

The following students are exempt from taking UTB/TSC's assessment test for the purposes of the TSI:

- For a period of five years from the date of assessment, students and perform at or above the following standards are exempt (Scores for exemption must be attained in one sitting.):
 - **ACT:** English, 19; Math, 19; Composite, 23
 - **SAT:** Critical Reading, 500; Math, 500; Combined Total, 1070
- For a period of three years from the date of assessment, students who test and perform on the 11th grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the mathematics section



and a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3 are exempt for TSI purposes.

- Students who have graduated with an associate or bachelor’s degree from a regionally accredited institution or from a recognized international institution and submit appropriate documentation of degree and official transcripts are exempt.
- Students who transfer from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education and who have satisfactorily completed at least three hours of college-level English, math, or a reading-intensive course with a grade of C or better are exempt in that area.
- Students who have previously attended any accredited institution of higher education and have been determined to have met readiness standards by that institution are exempt. An official transcript must be submitted.
- Students who are enrolled in a one-year or less-than-one-year certificate program will have TSI requirements waived.
- Students who are serving on active duty as members of the armed forces of the United States, the Texas National Guard or as members of a reserve component of the armed forces of the United States and have been serving for at least three years preceding enrollment are exempt.
- Students who on or after Aug. 1, 1990, were honorably discharged, retired or released from active duty as members of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States are exempt.
- Nondegree-seeking or non-certificate-seeking students are exempt.

Minimum Passing TSI Standards

Students who meet the TSI state standard for reading, writing and mathematics will be able to enroll into college-level courses. If the minimum passing standard is not met for reading, writing and math, students will enroll in the appropriate developmental courses. All TSI rules are subject to change. For the latest TSI information visit the Office of Testing, Tandy 216 or call (956) 882-8875.

Instrument	Writing	Reading	Math
THEA/Quick THEA	220	230	230
C.O.M.P.A.S.S./eWrite	WS, 6 or more	81	Algebra, 39



TUITION AND FEES

ASSESSMENT OF TUITION AND FEES

Tuition and fees are subject to change by the Texas Legislature and The University of Texas System Board of Regents and become effective in accordance with state statute and decisions of the regents. The Texas Legislature does not set the specific amount for any particular student fee. The student fees assessed are authorized by state statute; however, the specific fee amounts and the determination to increase fees are made by the university administration and The University of Texas System Board of Regents.

Classification of Students for Assessing Tuition Rates

- In general, students enrolled in TSC courses (i.e., course numbers beginning with either 0, 1 or 2) will be assessed TSC lower-division tuition rates. The residency status of students determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in UTB courses (i.e., course numbers beginning with either 3 or 4) will be assessed UTB upper-division tuition rates. The residency status of students determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in lower-level university courses (i.e., course abbreviation name ends with an U and course number begins with a 1 or 2) will be assessed UTB Upper Division tuition rates. The residency status of students determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in graduate courses (i.e., course numbers start with 5 or above) will be assessed graduate tuition rates. The residency status of students determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students may take both TSC courses and UTB courses and graduate courses (concurrently enrolled student). In this case, total tuition and fees will be determined by state regulations applying to concurrent enrollment. Any concurrent enrollment amount adjustments will be manually calculated and entered by the Business Office.
- Students enrolled in UTB or TSC courses, in addition to courses at another public institution of higher education, will also have their total tuition and fees determined by state regulations applying to concurrent enrollment. Any concurrent enrollment amount adjustments will be manually calculated and entered by the Business Office.
- International students should follow the nonresident tuition rate.

Tuition 15 Semester Credit Hour Cap and Tuition Discounts

In an effort to give students incentives to graduate in a timely manner, UTB/TSC has implemented a flat fee (tuition cap) at 15 credit hours per semester. The tuition cap applies to tuition and all mandatory fees only.



UTB/TSC offers a 25 percent discount for classes that begin on or before 7 a.m. and Saturday classes. In addition, a 10 percent discount will apply to courses where the majority of the course (more than 50 percent) takes place between noon and 4 p.m. These discounts apply to on-campus courses only. Courses that are not discounted will be considered first for the purposes of applying flat-fee tuition cap.

DEPOSITS

General deposit: \$10

All upper-division, UTB Undergraduate and graduate students must make a general deposit to help offset the cost of property loss or damage and any other amounts owed to the institution. Applications for refunds will be processed at the Business Office. Money will remain on account until such time as students graduate or officially withdraw from UTB/TSC. The general deposit may not be paid in installments. Any deposit, which remains unclaimed four years from the date of last attendance, will be forfeited.

Specific tuition and fee information can be found at the [Business Office](#) website.

EMERGENCY LOANS

There is a new procedure for completing the “Emergency Loan Application” and emergency loan signing. The execution of “Emergency Loan Applications” and the “Promissory Note” will now be completed and submitted by students online via the Business Office’s [“Emergency Loan”](#) webpage. A link for the application and loan will be available on the [Business Office](#) website on the assigned days for early registrants and late registrants. (Availability based on funding.)

FINANCIAL RESPONSIBILITY

All Students

Failure to pay any amount owed within the allotted time can result in the university withholding registration privileges, official transcripts, grades, degrees and other penalties and actions allowed by law.

Students are expected to pay for tuition and fees within the specified payment period. Students are not entitled to enter classrooms or laboratories until payment for tuition and fees has been made or a payment option has been selected by the student. All tuition and fees payments must be received at the Business Office before the payment deadline date. All students receiving Federal Title IV grant or loan assistance will have all tuition and fees charged against the award. Any remaining balance will be disbursed to students by checks that will be mailed to the students or electronically transferred to students’ bank accounts. Initial balances are generally mailed students on or about the first day of class.

Students are responsible for ensuring that their financial assistance has been awarded.

Note: Students registrations will be voided for students with account balances of \$75 or more resulting from their original registration. Students who add classes and do not pay by the add/drop payment deadline will not be dropped from their classes. Students will be officially enrolled in classes and receive grades. It is students’ responsibility and obligation to pay for the tuition and fees for the added class.



Returning Students

Prior to registering, students are required to pay or clear any outstanding financial balances with UTB/TSC by contacting the [Business Office](#). These are some examples of outstanding financial balances that will prevent students from registering for a semester or term:

- Balance on installment plan
- Balance on emergency loan
- Balance on student account
- Balance on financial aid repayment
- Parking citation
- Library fines

INSTALLMENT PAYMENT PLAN

The [Installment Payment Plan](#) is only available during the fall and spring semesters. The installment plan is only for tuition and fees.

Qualifying for Installments

To qualify, students must:

- Be current students at UTB/TSC
- Be free of any outstanding financial balance with UTB/TSC
- Have no form of financial aid, including scholarships
- Be registered for a minimum of six credit hours or more
- Pay a nonrefundable fee of \$22.50 for the installment plan (\$7.50 per installment)
- Fill out and sign an installment plan promissory note in order to complete process

Process

After qualifying for the Installment Payment Plan, students are required to pay for half the tuition (50 percent) and fees and the nonrefundable \$22.50. The remaining half will be equally divided in two payments due at later dates.

For example: Tuition and fees are \$800; installment initial payment will be 50 percent or \$400 plus the \$22.50 fee, for a total initial payment of \$422.50. The other half is divided equally \$200 and \$200, which are due at later dates.



Students that select the installment plan and then drop below the required six credit hours, will have the balance of tuition and fees due in full. Students that select the installment plan and add additional classes during the add/drop period will not have their plans adjusted to accommodate added courses.

Late Installment Payments

For any late payments on installments, there is no grace period. For any payments on installments, a late fee of \$5.00 and a \$25.00 reinstatement fee will be assessed, in addition to the installment payment amount due. In this instance, students would be charged a total of \$60.00 in addition to the installment payment amount.

Failure to Pay Installment Plan

Students who fail to fully pay tuition and fees, including any late charges are subject to one or more of the following actions, at the university's option:

- Prevent readmission to the institution
- Withholding grades, degrees and official transcripts
- All penalties and actions authorized by law

Notes: The Installment Payment Plan is subject to change without notice or obligation in keeping with the policies and actions of The University of Texas System Board of Regents and in conforming to the laws of the state of Texas. Students are subject to paying tuition and fees, which are nonrefundable upon complete withdrawal. Refunds are based on tuition and fees, not on the amount paid.

Note: Students who fail to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. Students who fail to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term per [Texas Education Code, § 54.007\(d\)](#).

NOTIFICATION TO STUDENTS OF TUITION BILL

The university will inform the students that they will be given notice on their tuition bill, tuition receipt or an e-mail in connection with tuition charges, of the amount of their tuition payment that is required to be set aside to provide financial assistance for students enrolled at the institution. This is in accordance with § 56.014 of the [Texas Education Code](#).

PAYMENT TYPES ACCEPTED

- Cash
- Personal checks (must present a valid ID)
- Money order (must present a valid ID)



- Visa (must present a valid ID)
- MasterCard (must present a valid ID)
- Sting Card

A check payment drop box is conveniently located next to the Business Office at Tandy 107. All payments must be received before payment deadline dates. Payments must be for the full amount of tuition and fees. Student identification numbers should be indicated on checks. Check payments may be mailed and must be received by the Business Office on or before the payment deadline date.

Payment Mailing Address

The University of Texas at Brownsville and Texas Southmost College

Business Office, P.O. Box 3640, Brownsville, TX 78520-3640

When the bank for whatever reason returns a check, a \$25 nonrefundable return check service charge is assessed. Students are given 10 days from the date of notice to make full payment by cash, money order or cashier's check. Once students have had returned checks, then for future payments UTB/TSC reserves the right not to accept any personal checks from the student. Returned checks not paid will be submitted for collections. Students will be liable for any court costs and attorney fees.

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

- Student's name
- Student's Scorpion ID
- Type of credit card
- Credit-card number with expiration date
- Printed name of credit-card holder and signature of credit-card holder
- Students' telephone number

REFUND POLICY

Refund policies are state-mandated and strictly enforced. The policies below apply to TSC-lower, UTB-upper, university plan and graduate courses

Complete Withdrawal or Disenrollment



Students who completely withdraw or disenroll from all courses shall have their tuition and fees (except nonrefundable fees) refunded according to the following schedule (not to include weekends or university holidays):

- Fall and spring semesters:
 - Prior to the first day of classes of the semester: 100 percent
 - During the first five university class days of the semester: 80 percent
 - During the second five university class days of the semester: 70 percent
 - During the third five university class days of the semester: 50 percent
 - During the fourth five university class days of the semester: 25 percent
 - After the 20th university class day of the semester: 0 percent
- Any summer term lasting five weeks or less:
 - Prior to the first university class day of the semester: 100 percent
 - During the first university class day of the semester: 80 percent
 - During the second university class day of the semester: 50 percent
 - After the second university class day of the semester: 0 percent

Note: Class days do not include university holidays or weekends.

Students who withdraw because they are called to active military service will get a refund of tuition and fees for the semester in which they withdraw, at their request.

Financial aid students might have to repay funds to Title IV financial aid programs. Students must contact the [Office of Financial Aid](#) in Tandy 206 prior to withdrawing from all courses.

Dropping Courses

TSC-lower, UTB-upper, University Plan and Graduate Courses

Students who reduce their semester credit hour loads by officially dropping a course or courses and remain enrolled at the university will have tuition and fees refunded according to the following schedule (not to include weekends or university holidays):

- On or before the official record date of the semester: 100 percent
- After the official record date of the semester: 0 percent

Note: Class days do not include university holidays or weekends.



Refunds for Minicourses or Flex-entry Courses

Students who officially withdraw or drop minicourses or flex-entry courses will have their tuition and specified mandatory fees refunded according to the start date and length of the courses. Due to the variety of lengths of these courses offered at UTB/TSC, the [Business Office](#) must be consulted for the refund schedule.

Note: The National Writing Project refund policy will be configured when definite data exist. Contact the [Office of Financial Aid](#) for the return of Title IV Funds policy for students who withdraw from all classes.

TUITION AND FEE EXEMPTIONS

As a state-sponsored institution of higher education in Texas, UTB/TSC is authorized to award partial tuition, fee, book cost or housing fee exemptions to students who qualify. These exemptions are available to certain students who have been in foster or other residential care in the state of Texas, certain students who received aid for dependent children benefits during their last year of high school, certain students who are suffering economic hardship, students concurrently enrolled in courses for high school and college credit, Texas residents who graduated from a public high school within 36 months of original enrollment and completed all years of high school in Texas, certain residents of Texas who served in the Armed Forces of the United States, Texas residents classified by the U.S. Department of Defense as prisoners of war on or after Jan. 1, 1999, children of POW and MIAs, blind or deaf students, military personnel and dependents, children of disabled or deceased firefighters and peace officers, children and spouses of certain Texas veterans; preceptors for professional nursing education programs, surviving spouses and minor children of certain police security or emergency personnel killed in the line of duty and certified educational aides. Senior citizens who are age 65 or older as of the official record date may be exempted from tuition for up to six credit hours each semester or summer term if space is available. In addition, in accordance with [Texas Education Code](#), § 54.203(b-2), dependent children of a member of the U.S. armed forces, who are residents of Texas or entitled to pay resident tuition, are exempt from resident tuition for any semester or other academic term (not to exceed 150 credit hours, cumulatively) during which the member of the armed forces is deployed on active duty for the purpose of engaging in a combative military operation outside the United States. To obtain an exemption, students must file an approved application with the [Office of Financial Aid](#) at least six weeks before registration.

Tuition Assistance Programs

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 [Office of Financial Aid](#).

Tuition Rebate Program

The purpose of the Tuition Rebate Program is to provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions and complete their bachelor's studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents and the state.

Eligible Students: To be eligible for a rebate under this program, students must meet all of the following conditions:



- They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later
- They must request a rebate for coursework related to a first bachelor's degree received from a Texas public institution
- They must have been a resident of Texas and must have been entitled to pay resident tuition at all times while pursuing a degree,
- If enrolled for the first time in fall 2005 or later, they must be awarded a bachelor's degree within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering or any other program determined by the Texas Higher Education Coordinating board to require more than four years to complete and they must have attempted no more than three hours in excess of the minimum number of credit hours required to complete the degree under the catalog under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of credit hours earned exclusively by examination in excess of nine credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of students shall not be counted. For students concurrently earning a bachelor's degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the bachelor's degree program.

Amount of Tuition Rebate

- The amount of tuition to be rebated to students under this program is \$1,000, unless the total amount of undergraduate tuition paid by students to the institution awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by students to the institution.
- Students who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other Texas public institutions of higher education by providing the institution awarding the degree with proof of the total amount of that tuition paid to other institutions.
- Tuition rebates shall be reduced by the amount of any outstanding student loan, including an emergency loan, owed to or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation. If students have more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by them. If students fail to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to retire the loans with the highest interest rates first.

Responsibilities of Students

- Students desiring to qualify for tuition rebates are responsible for complying with all university rules and regulations related to administration of the program.
- Students desiring to qualify for tuition rebates are solely responsible for enrolling only in courses that will qualify them for the rebates.



- Students who have transferred from another institution of higher education are responsible for providing to the institution awarding the degree official transcripts from all institutions attended by them.
- Students must apply for rebates at the [Office of the Registrar](#) before receiving their bachelor's degrees on forms provided by the institution and must keep the institution informed of their addresses for at least 60 days after their graduation date.

Tuition Waivers for Residents

The state laws that help UTB/TSC determine a person's residency for tuition purposes may be found in the [Texas Administrative Code](#) or at [College for All Texans](#).

Tuition for Nonresidents: Lower-division

The same rate of tuition and fees are charged to residents of the Southmost Union Junior College District for lower-division courses shall be charged to people and their dependents, who are permitted by Congress to live in the United States and who own property that is subject to ad valorem taxation by the college district. Aliens not domiciled in the United States are not eligible for this waiver. Interested students should contact the [Office of Admissions](#) at Tandy 115, or call (956) 882-8295.

Tuition for Residents of Mexico: Lower-division, Upper-division, UTB Undergraduate and Graduate

Students who are citizens of Mexico and who document financial need are eligible to pay the same tuition as Texas residents. To be eligible for this waiver, students must complete all admission and registration requirements. Application deadlines for the Mexican National Tuition Waiver are Aug. 1 for the fall semester, Dec. 1 for the spring semester and May 1 for the summer terms. Interested students should visit the [Office of Admissions](#).

Note: Students qualifying for tuition waivers continue to be classified as nonresidents or as international students for residency purposes.

TUITION FOR EXCESSIVE HOURS

Tuition for excessive hours is \$50.00 per semester credit hour. This rate will be charged to students who have previously attempted a number of semester credit hours for courses taken at any institution of higher education that exceeds by at least 30 hours, the number of semester credit hours required for completion of the degree program in which students are enrolled. This fee is in accordance with § 54.014(a) of the [Texas Education Code](#).

TUITION FOR REPEATED HOURS

Tuition for repeated hours is \$50.00 per semester credit hour. This rate applies to students enrolling in any course that is the same as or substantively identical to a course they have previously completed. This fee is in accordance with § 54.014(f) of the [Texas Education Code](#).



STUDENT SERVICES AND CAMPUS LIFE

ACADEMIC COUNSELING

Cardenas Hall North Annex • (956) 882-8292 • www.utb.edu/studentsuccess

Academic Counseling, a component of the Student Success Center, helps students to identify academic success challenges, create an action plan and develop strategies to meet educational objectives through the service of an Academic Counselor.

ATHLETICS

Garza Gymnasium • (956) 882-8217 • www.utbathletics.com

The Department of Intercollegiate Athletics provides student-athletes the opportunity to be part of a competitive intercollegiate athletic department through its membership in the [Red River Athletic Conference](#) (RRAC) and the [National Association of Intercollegiate Athletics](#) (NAIA). The department sponsors soccer, golf and baseball for men along with soccer, golf and volleyball for women. The Department of Intercollegiate Athletics seeks committed student-athletes who want an opportunity for success in the classroom and on the field or court. It is the intent of the department and its administrators and coaches to provide a competitive and disciplined environment that will support success. Student-athletes will be given support for academic planning and tutoring and are provided injury prevention and rehabilitative services through the department. In conjunction with the NAIA, the department supports and participates in the [Champions of Character](#) program, which promotes integrity, respect, responsibility, sportsmanship and servant leadership in athletics.

CAMPUS POLICE

Campus Security Center • (956) 882-8232 • Emergency (956) 882-2222 • www.utb.edu/police

The primary mission of the Campus Police is to instill a sense of pride and dignity in the university community by maintaining peace and providing orderly communication for a safe learning environment. The department strives to uphold applicable laws, provide protection from the criminal acts of others and to safeguard the personal possessions and property of the campus community and UTB/TSC.

To park on the Fort Brown Campus, students must purchase a semester or academic-year parking permit. Campus police enforce the Texas vehicle inspection laws for vehicles parking or driving on the Fort Brown Campus ([Texas Education Code, § 51.207](#)). For further information, visit the Campus Police website or call the Campus Police dispatcher.



CAMPUS RECREATION

REK Center • (956) 882-5967 • www.utb.edu/campusrec

The Department of Campus Recreation at UTB/TSC seeks to provide students and faculty and staff members a full range of fitness and recreation programs and facilities. These programs are designed to improve the quality of life on campus for the entire community and strengthen the ties of a diverse population. The department provides multiple opportunities for participation, including intramural sports, club sports, aquatics programs and fitness and wellness programs. The goals of the programs and services include improving the overall health and well-being of the campus community and strengthening the fabric of campus life by providing a culture of healthy living through various opportunities for participation and involvement. These opportunities complement the mission of UTB/TSC by enriching the quality of life and educational experiences of its students.

CAREER COUNSELING

Cardenas Hall North Annex • (956) 882-8292 • www.utb.edu/studentsuccess

Career Counseling, a Student Success Center component, is dedicated to assisting students in their career development as they begin their path of self-discovery and make decisions about their future career. Career counselors serve students who are unsure of their major, considering changing their major or wondering what careers relate to their major. Career counselors work closely with students to prepare their career objectives by exploring their personal interests and suggesting useful resources to students.

First-year Scorpion Student Guide

The first-year scorpion guide assists first-year students learn about university resources and acquire student success tools, and guides them in the transition from high school to college.

Student-athlete Scorpion Guide

The student-athlete scorpion guide provides support to student-athletes in balancing academics and athletics and achieving their academic goals.

CAREER SERVICES

Student Services Center • (956) 882-JOBS • www.career.utb.edu

Career Services provides students with assistance in writing cover letters and resumes, job interview strategies and ultimately with job searches and placement. Career Services assists students in finding employment before or after graduation. Career Services offers workshops, classroom presentations, career and employment fairs, as well as other opportunities for UTB/TSC students to meet with potential employers. The office also provides labor-market information, such as employment statistics, job trends and future demand for many occupations.



CHESS PROGRAM

Student Union, Room 2.28 • (956) 882-5761 • www.utb.edu/chess

The UTB/TSC chess office houses the Chess Program director and the chess coach. In addition to providing high-level training for the UTB/TSC Chess Team members, the chess office also monitors students' academic performance and provides support and assistance as needed. The program recruits players, organizes tournaments, hosts chess camps, trains area coaches and makes travel arrangements for out-of-town events. As community outreach, the Chess Program organizes and presents community chess classes on a regular basis and conducts visits to area schools.

COLLEGE ASSISTANCE MIGRANT PROGRAM (C.A.M.P.)

Cardenas Hall North, Room 103 • (956) 882-7871 • www.utb.edu/camp

The College Assistance Migrant Program (C.A.M.P.), a Student Success Center component, is funded by the Department of Education through the Office of Migrant Education. C.A.M.P. offers academic, social and financial support for migrant or seasonal farm workers or children of farm workers. Its primary goal is to encourage academic achievement and increase college retention of its students through comprehensive university intervention services. C.A.M.P. provides specific support services, including peer mentoring, academic advising, tutoring, career counseling and student stipends, which assist the students in their transition to university life.

DEAN OF STUDENTS

Student Services Center • (956) 882-5141 • www.utb.edu/sa/dos

A primary objective of the Office of the Dean of Students is to serve the needs of students and address their concerns. The Office of the Dean of Students also oversees a number of departments that offer services and programs that are aimed at encouraging students to have the most enriching college experience possible. These departments include: Student Government Association, Student Media, Student Health Services, Career Services, Student Publications (Media), International and Multicultural Student Services, Disability Services, New Student Orientation and Student Judicial Affairs.

The Office of the Dean of Students directly coordinates:

- Scorpionation (UTB/TSC freshman orientation)
- Multicultural programs
- Welcome Week
- Student discipline and grievances (Judicial Affairs)
- UTB/TSC "Student Handbook"
- UTB/TSC Ring Ceremony and Scorpion Leadership Ring



- Archer Center Fellowship Program
- “Who’s Who Among American Community Colleges” and “Who’s Who Among American Colleges and Universities”

DISABILITY SERVICES

Camille Lightner Center, Room 101 • (956) 882-7374 • www.utb.edu/ability

Students with disabilities play an active and vital role in campus life. The Disability Services counselor works with students individually to arrange for accommodations such as extended test time, volunteer note-takers, assistive technology training, sign language interpreting, electronic and recorded texts, classroom furniture accommodations and referrals to university and community resources. The Assistive Lab is available for students to use and is equipped with computers and specialized software and hardware. The department’s testing service is available for students requiring testing accommodations.

All services are elective and must be requested each semester as needed. To request services, students must register with the counselor or coordinator of Disability Services. Documentation of a disability is required.

ENDOWMENT SERVICES

Tandy Hall, Room 206 • (956) 882-8277

Endowment services provides presentations to public and private schools within the Texas Southmost College district, encourage students to take academically challenging courses, provides financial support for college tuition for students who obtain A’s and B’s in grade-level or above college prep courses and provides a transitional incentive between the school district school and Texas Southmost College.

LEADERSHIP AND MENTORING PROGRAM (L.A.M.P.)

Camille Lightner Center, Room 109 • (956) 882-8152 or (956) 882-7035 • www.utb.edu/lamp

The Leadership and Mentorship Program helps students believe in themselves, provides guidance to students as they embark on their college journey and helps students discover how to take advantage of university resources and opportunities. L.A.M.P. provides students with a professionally supported, one-to-one relationship with an understanding peer mentor. L.A.M.P. connects students with various aspects of student life to aid them in their personal leadership and social development. L.A.M.P. assists them in achieving their highest potential as they grow to become confident, competent and civic-minded individuals by providing committed mentors who are passionate, consistent and helpful. L.A.M.P. wants students to achieve their goals, to become lifelong learners, to build fruitful and satisfying relationships with others and to experience the challenges and rewards that make college life meaningful. L.A.M.P. is a free semester-long first-year success program available to all freshmen.



LEARNING ENRICHMENT

Cardenas Hall North, Room 122 • (956) 882-8208 • www.utb.edu/learningenrichment

Learning Enrichment, a Student Success Center component, provides learning support and self-enhancement services that contribute to the achievement, retention and graduation rates of students enrolled at UTB/TSC. Learning Enrichment enhances students' personal success and their university experience by meeting their specific needs and providing the resources they need to maximize their learning potential and academic performance.

Learning Enrichment services include:

- **Mathematics Lab:** The Mathematics Lab provides tutoring in mathematics and physics. When students come to the Mathematics Lab, they should bring a copy of their assignment and any other materials that might be helpful, such as textbooks, notes, faculty instructions and previously graded assignments. The lab also helps students prepare for the mathematics section of the C.O.M.P.A.S.S. examination.
- **Reading Lab:** The Reading Lab is a place where students can learn different techniques and approaches to reading across the curriculum. Services are designed to help students succeed academically and become independent learners. The lab also helps students prepare for the reading section of the C.O.M.P.A.S.S.
- **Writing Lab:** The Writing Lab can help with writing assignments in any course at all steps of the writing process. The lab's staff members offer strategies to overcome writer's block, suggest methods for writing an essay and provide assistance with basic grammar rules. In addition, they assist students in using the Internet and online library databases to begin organizing sources for research and provide guidance with proper documentation of sources. The lab offers support for writing assignments across the curriculum. The lab also helps students prepare for the writing section of the C.O.M.P.A.S.S.
- **Supplemental Instruction:** Supplemental Instruction offers weekly review sessions for students enrolled in historically difficult courses. These sessions, facilitated by trained SI Leaders, are opportunities for students to meet with their class members to organize their material, compare notes, discuss important concepts, develop strategies for studying the subject and prepare for examinations.

MEDIA SERVICES

Cardenas Hall South, Room 125 • (956) 882-8963 • www.utb.edu/media

The Media Services office assists academic, administration and staff members by serving as a resource for technical and creative expertise in the field of audiovisual technology, by providing production services in the areas of satellite teleconferences, videotaping services, audio reproduction and photography. Media Services also offers instructional audiovisual equipment and instructional videos.

Services for students include making transparencies at no charge (students must provide transparency film), instructional equipment training for classroom presentation at no charge, video viewing rooms at no charge and video and audio dubbing for a fee.



MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES

Student Services Center, Room 22 • (956) 882-7092 and 7983 • www.utb.edu/multicultural

The Multicultural and International Student Services office assists international students in adjusting to their new environment and serves as a liaison between the foreign student, the university and the community at large. The office provides assistance with career exploration, immigration concerns, student employment and referrals to university and outside services. Multicultural and International Student Services also organizes multicultural events that expose the university community to a global perspective, which is designed to foster respect for different customs and cultures from around the world as well as here at home.

ONLINE LEARNING AND INSTRUCTIONAL TECHNOLOGIES

SET-B, Room 2.320 • (956) 882-6696 • (866) 654-4555 • www.utb.edu/online • <http://myutbtsc.blackboard.com>

Online Learning and Instructional Technologies supports and strengthens UTB/TSC teaching, learning and research activities by providing students and faculty and staff members with a reliable online technology platform and by offering faculty members development training and instructional design support in the development of high-quality online, hybrid and videoconferencing courses.

In addition to offering hundreds of courses in the traditional classroom setting, UTB/TSC offers a wide range of online classes. The university has a number of programs in which the coursework in the major is fully online: three at the master's level, eight at the bachelor's level and four at the certificate level. Faculty members who teach online are experienced with online instruction, and the OL & IT support staff provides the most up-to-date tools to make online learning a successful experience.

MyUTBTSC Online Portal

UTB/TSC has become one of the first institutions in the world to implement the most comprehensive online learning platform in higher education: [MyUTBTSC](http://myutbtsc.blackboard.com) online portal. UTB/TSC faculty members and students have access to an unprecedented series of online tools for instruction, collaboration and evaluation of learning outcomes. The enhanced MyUTBTSC online tools are available for all UTB/TSC courses offered in all delivery modes: onsite (classroom-based), online (Internet-based) and hybrid (combination of onsite and online). OL & IT coordinated the overall planning of this project with the participation of students, faculty and staff members, and administrators. The enhanced MyUTBTSC online portal provides UTB/TSC faculty and staff members and students with the following online tools: online course content, discussion boards, blogs and wikis, online tutoring, Safe Assign, Virtual Hard Drive, e-Portfolios, course video capture, online desktop videoconferencing, student intranet organizations, Second Life (SL) and preliminary syllabi.

- **MyUTBTSC online portal:** connects current and prospective students and faculty and staff members to online academic communities, delivers targeted content to diverse user groups and takes advantage of the institution's robust information technology services to enhance learning, student services, campus life and outreach.



- **Learning Management System (LMS):** enables instructors to create and manage course content, use publisher content, evaluate performance and communicate with students for all UTB/TSC course offerings (onsite, online and hybrid).
- **Server ASP hosting by Blackboard:** provides 24/7 reliability, even in case of a natural disaster in South Texas. (See “UTB/TSC Emergency Academic Continuity Plan.”)
- **Blackboard Outcomes System:** helps plan, measure and improve learning outcomes at all levels (course, program, departmental, school and college, and institutional level). This new online system enables the documentation of outcomes assessment and evaluations through the use of its surveys, rubrics and extensive data reports.

Virtual Hard Drive and e-Portfolios via MyUTBTSC online portal

- **Virtual Hard Drive:** provides online virtual hard drives for all students and faculty and staff members to store their e-documents. Users can also share password protected e-documents, learning artifacts, presentations, course chapters and other documents with other specific users (students, faculty and staff members) for instruction, collaboration or evaluation purposes.
- **E-Portfolios:** provides students, faculty and staff members with personal and professional e-portfolios, as well as multiple e-portfolios to be used for each course (evaluation), for a complete degree program (resume), for a support service (e.g., advising, financial aid, online learning support, help desk).

All tools are available via the [MyUTBTSC](#) online portal.

MyUTBTSC Virtual Info Shop Kiosk Project

The UTB/TSC Virtual Info Shop is a totally new concept in student outreach and support services. Using cutting-edge information technology, the Virtual Info Shop goes beyond offering passive online information by introducing remote interactivity with UTB/TSC staff. Each Virtual Info Shop provides real-time, full-motion videoconferencing through a kiosk equipped with a video camera, two 20 inch LCD monitors, microphone, speakers, a computer, a keyboard, networked printer and specialized software. The shops are placed in strategic locations to provide convenient access to current and prospective students, parents and school counselors. The info shop hardware and software enables two-way video calls between off-campus kiosk users and staff members from the OL & IT, the User Support Services Help Desk, the Office of Financial Aid, the Office of Admissions, the Office of the Registrar and Enrollment Planning. Users and the staff members are able to see and hear each other via one of the two monitors, video camera, microphone and speakers. The second monitor enables UTB/TSC staff members to provide live demonstrations, such as step-by-step instructions in filling out forms, navigating the institution’s intranet or specialized training via a power point presentation. Additionally, each shop has a networked printer that enables staff members to send printed documents (forms, receipts, flyers, etc.) to off-campus kiosk users. Each Virtual Info Shop is permanently connected to the [MyUTBTSC](#) online portal, the university’s intranet access to all online student services. The combination of video and data interactivity make it possible for users to experience the comprehensive range of student services traditionally only offered face to face on campus.



UTB/TSC Online Programs

Master's	Contact	Phone
M.Ed., educational technology	Mike Sullivan	(956) 882-7668
M.S., mathematics	Jerzy Mogilski	(956) 882-6628
M.B.A.	Seth M. Colwell	(956) 882-5816
M.A., translation and interpreting	José Dávila-Montes	(956) 882-8215
Bachelor's	Contact	Phone
B.S., criminal justice	Patti Ross-Salinas	(956) 882-8994
B.S.N.	Katherine B. Dougherty	(956) 882-5017
B.A.T., workforce leadership and supervision	Mary Sullivan	(956) 882-8211
B.A.T., computer information systems technology	Katherine de la Vega	(956) 882-6605
B.A.T., health services technology	John McCabe	(956) 882-8017
B.A.A.S., applied business technology	Beatriz Castillo	(956) 882-7958
B.A.A.S., legal studies	Karen Betancourt	(956) 882-7526
B.A.A.S., interdisciplinary studies	Martin Rodriguez	(956) 882-4195
Certificate	Contact	Phone
Polysomnography	Juan Leal	(956) 882-5017
Master Technology Teacher	Janice Butler	(956) 882-6713
E-learning	C. Sam Pan	(956) 882-7805
Graduate Diploma in Spanish Translation	José Dávila-Montes	(956) 882-8215

UTB/TSC Emergency Academic Continuity Plan

In compliance with the Emergency UTB/TSC Academic Continuity Program, academic courses, partially or entirely, will be made available on the [MyUTBTSC](#) online portal course management system. This allows faculty members and students to continue their teaching and learning via MyUTBTSC online portal in case the university shuts down as a result of a hurricane or any other natural disaster. The university will use MyUTBTSC online portal to post announcements notifying faculty members and students of their responsibilities as a hurricane approaches the South Texas region. If the university is forced to shut down, faculty members will notify their students using MyUTBTSC online portal on how to proceed with their courses. To receive credit for a course, students are responsible for completing all the requirements for that course. Failure to access course materials once reasonably possible can result in reducing students' overall class grades.

To facilitate the completion of classes, most or all of the communication between students and the institution, instructors and fellow classmates will take place using the features in MyUTBTSC online portal and the UTB/TSC e-mail system. Therefore, all students must use [Scorpion Online](#) to provide a current e-mail address. Students may update their e-mail address by following the link "Validate your e-mail account" in the MyUTBTSC online portal. In the event of a disaster that disrupts normal operations, all students and faculty members must make every effort to access an Internet-enabled computer as often as possible to continue the learning process.

SCORPION AMBASSADORS

Student Union, Room 2.10 • (956) 882-5138 • www.utb.edu/sa/samb

The Scorpion Ambassadors program at UTB/TSC comprises volunteer student leaders who provide outreach to guests of UTB/TSC, as well as attend special events on behalf of the university. Each year, Scorpion ambassadors participate in a



variety of recruitment activities both on and off campus. Ambassadors are also asked to assist at formal university events where student representation is needed, such as Fort Brown Campus tours, Open House activities, Student Life events, community events and hosting special guests. The Scorpion ambassador position is one who is held with high honor at the university and is coordinated through the Office of Student Life. Those chosen for the program will be given the opportunity to develop their leadership and communication skills, which will be imperative in their future careers.

SCORPIONTATION

Student Services Center, Room 22 • (956) 882-5776 • www.utb.edu/scorpionation

Scorpionation (UTB/TSC freshman orientation) helps students successfully adjust to the undergraduate student life at the university through programming that supports their academic success and personal development. Scorpionation seeks to improve the university's retention efforts and enhance students' development by helping them feel welcomed, connected with their new environment, proud of their university and its traditions, cognizant of expectations and aware of university support services.

Family Members

Family members are invited to attend Scorpionation. Basic information about university policies, housing, financial aid and student services will be covered and a tour of the Fort Brown Campus will be given. The family fee is \$10 per person. For more information, contact the Scorpionation Office at the phone number above or visit the [Scorpionation](http://www.utb.edu/scorpionation) website.

Registering for Scorpionation

Students are responsible for ensuring that all their admission and testing requirements have been met. Students will not be allowed to attend Scorpionation without meeting these requirements. To register, visit the [Scorpionation](http://www.utb.edu/scorpionation) website and fill out the "Scorpionation Reservation" form. Space is limited; students must have confirmed reservations to attend Scorpionation. A letter of confirmation will be mailed and will include the orientation date, time and check-in information.

Scorpionation Fee

The \$50 Scorpionation fee covers expenses for the program. This fee is nonrefundable and, students cancel or fail to attend there is a \$15 additional no-show/cancellation fee.

SSSP/A.S.P.I.R.E.

Cardenas Hall North, Room 112 • (956) 882-8250 • www.utb.edu/aspire

Student Support Services Program/A.S.P.I.R.E., a Student Success Center component, is a [T.R.I.O. program](http://www.utb.edu/trio) under the U.S. Department of Education. The primary goal of the program is to increase graduation and retention rates among traditionally underrepresented populations. Eligible participants are first-generation college students, students with a disability or students from low-income families or income-eligible backgrounds. The students enrolled in the program receive tutoring, counseling, mentoring, academic and personal development workshops, SSS Scholarship eligibility and advising until graduation from UTB/TSC.



S.T.I.N.G. SUCCESS SERIES PEER MENTOR PROGRAM

Lightner Center, Room 107 • (956) 882-6575 • www.utb.edu/sting

The Students Together, Involving, Networking and Guiding Success Series Peer Mentor Program offers entering freshmen retention that teaches students to believe in themselves, to navigate the college environment and to take advantage of campus resources and opportunities. A peer mentor, staff instructor and tutor meet with students on a weekly basis to deliver a college success curriculum that covers various topics that will help students develop critical college success skill. Students also receive tutoring in their developmental areas of need, which could include reading, writing or math. Peer mentors and tutors are also available to work with students on an individual basis during office hours. Students must enroll in a NCB 1000 or NCB 2000 section to participate in the S.T.I.N.G. Success Peer Mentor Program.

SSS 1002

The Texas Success Initiative requires that students enrolled in public colleges and universities meet basic skills in reading, writing and math. College departments use these minimum scores for student placement in university courses. Students who are exempt or pass all sections of the state required examinations T.H.E.A. or approved alternative tests do not need to register for NCB 1000. However, students who score lower than the accepted minimum passing score for reading, writing, or mathematics on the state required examination must register for a NCB 1000 section and one or more developmental courses. Additionally, NCB offers a tutoring component that supports coursework for the developmental courses linked to it. NCB 1000 is a noncredit course graded with S for satisfactory or U for unsatisfactory.

SSS 1000

This course provides support for students enrolled in Writing Skills II through a linked writing tutorial and a series of seminars (lectures) about study skills and learning. This support may be available to students who meet certain criteria.

SSS 2000

This course gives students practical tips and strategies that will help them succeed in college. Emphasis is placed on attitude, study habits, time and stress management along with other program initiatives. This course will require the creation of a personal success plan that will include educational and career goals and will introduce and make use of the university's resources and personnel. Students enrolled in this course are on academic probation with a GPA of a 1.0 or below.

STUDENT GOVERNMENT ASSOCIATION

Student Union, Room 2.16 • (956) 882-5877 • www.utb.edu/sga

The mission of the Student Government Association is to promote the rights of each student at UTB/TSC, to provide the official voice through which student opinion may be expressed, to ensure student participation in the decision-making processes of the university, to assist in enhancing the quality and scope of education at the university and to provide services that enrich the student's college experience.



SGA also serves and protects the student body and its interests through the development of relationships and lines of communication between the student body, the administration, faculty and staff members, and the community to maximize educational and personal growth. Furthermore, the SGA encourages and provides opportunities for student involvement to develop in each student a lifetime relationship with The University of Texas at Brownsville and Texas Southmost College and to keep UTB/TSC at the forefront of higher education. Copies of the Student Government Association constitution are available in the SGA office, Student Union 2.16.

STUDENT HEALTH SERVICES

Cortez Hall, Room 237 • (956) 882-8951 • www.utb.edu/studenthealth

For after-hour emergencies, call 911 or call Campus Police at (956) 882-2222.

Student Health Services is staffed by a team of dedicated professionals and provides health care, prevention and education and outreach services to a diverse student population in a safe and supportive environment. SHS promotes campus wellness, encouraging healthful lifestyles and personal responsibility to enhance students' capacity for reaching academic and personal goals.

All services to students are provided with strict confidentiality: No information is provided to anybody else unless a written consent is provided by the student, except in cases in which the life of the student or others is in danger. Student Health Services strictly adheres to state and federal guidelines regarding the protection of the privacy of medical information.

- Medical services:
 - Unlimited visits for checkups
 - First-aid urgent-care treatment
 - Prescribed and over-the-counter medications at a low cost
 - Treatment for sexually transmitted diseases
 - Health-insurance information
 - Consultations and referrals
 - Health fairs, blood drives and curriculum immersion (class presentations)
 - Wellness screenings
 - Condoms at a low cost
 - Physical examinations
- Immunizations:



- Flu vaccine
- Tetanus
- Measles, mumps and rubella
- Hepatitis A
- Hepatitis B
- Meningitis
- Tuberculosis (TB) testing
- Varicella
- Human papilloma virus (Gardasil)
- Laboratory tests:
 - Complete blood work
 - Blood and urine specimens
 - Pregnancy testing
 - Glucose testing
 - Pap smears
 - Breast examinations
 - Testicular examinations
 - Pregnancy testing and prevention:
 - Birth control pills and Plan B available
 - Electrocardiograms (EKG)
 - Ear wash
 - Suture removal
- Health education and promotion:
 - Men’s and women’s health fairs
 - Peer educators organization



- Nutritional counseling
- Cancer awareness
- Diabetes education
- Domestic violence awareness
- Alcohol awareness
- Smoking cessation
- Active Minds club
- Mental health counseling:
 - Crisis intervention
 - Individual counseling
 - Couples counseling
 - Group counseling
 - Psychological assessment
 - Consultations
 - Referrals to other mental health agencies
 - Problems of daily living
 - Relationships
 - Domestic violence
 - Family problems
 - Adjustment to college life
 - Stress
 - Depression
 - Anxiety
 - Post-traumatic stress disorders
 - Suicidal ideations



- Self-esteem
- Psychiatric evaluations and medications
- Eating disorders
- Alcohol and substance abuse
- Social services:
 - Assistance with applications for Medicaid, food stamps, social security benefits and Temporary Assistance for Needy Families (TANF)
 - Referrals for housing and other social services

STUDENT LIFE

Student Union, Room 2.10 • (956) 882-5138 • www.utb.edu/studentlife

The Office of Student Life engages the campus community of learners by providing programming that enriches their college experience. By utilizing a talent pool of local and national presenters as well as the great facilities available at the university, the staff is able to present diverse programs that provoke thought, inspire leadership, entertain and build community. The Office of Student Life provides services and programming for student organizations, as well student leadership development to all students. The goal is to stimulate students to reach beyond their classroom experience and embrace the diverse learning opportunities made possible through the cocurricular programs offered by the department.

STUDENT MEDIA (THE COLLEGIAN, STING RADIO)

The Collegian • Student Union, Room 1.28 • (956) 882-5143 • www.utbcollegian.com

Sting Radio • Student Union, Room 1.16 • (956) 882-5837 • www.scorpionradio.com

Students produce The Collegian newspaper, The Collegian Online and The Collegian News webcast each week during the academic year in the Office of Student Media. Student Media also operates Sting Radio, an Internet radio station. The department provides professional guidance and training for student journalists. The senior editorial positions are chosen each year from an eight-member Student Media Board, which includes at least two faculty members. Student editors and managers are given latitude to select and cover topics of news and exercise final oversight on content, imposing the same restrictions found in the professional world, such as avoidance of libel, invasion of privacy and avoidance of copyright infringement.



STUDENT SUCCESS CENTER

Cardenas Hall North Annex • (956) 882-8292 • www.utb.edu/studentsuccess

The Student Success Center provides students learning support programs and services that contribute to their academic success, retention and timely graduation. The SSC components include:

- Academic Counseling
- Career Counseling
- College Assistance Migrant Program (C.A.M.P)
- Learning Enrichment
- SSSP/A.S.P.I.R.E.
- S.T.I.N.G. Success Series Peer Mentor Program
- Veterans Upward Bound Program (VUB)

For more information about each program, refer to their sections in this chapter.

STUDENT UNION

Student Union, Room 1.10 • (956) 882-5147 • <http://blue.utb.edu/studentunion>

The Student Union was designed to meet students' daily needs and improve campus life. This fabulous building offers opportunities for students to explore their interests, gain new skills, meet new friends, make a difference in the community and shape the activities of campus life. Whether taking a break in La Sala, enjoying a game of billiards in our Game Room or grabbing a snack at Scorpion Cafe, the Student Union meets students' needs. The Student Union houses the Office of Student Life, The Collegian, Sting Radio, Chess Program, Student Government Association and student organizations as well as the Student Union office. The Student Union offers and invites registered student organizations to utilize the Student Organization Room, various meeting and conference rooms and El Gran Salon (ballroom) for meetings and events. The Student Union is committed to the provision and maintenance of appropriate facilities, which contribute to a comfortable and conducive learning and working environment.

RESIDENTIAL LIFE AND STUDENT HOUSING

The Village at Fort Brown • (956) 548-8794 • www.utb.edu/housing

Residential Life and Student Housing at UTB/TSC provides students with a safe and comfortable living environment that prepares them for the future and actively promotes academic success. Highlighting living and learning, the Village at Fort Brown, located conveniently on the UTB/TSC Fort Brown Campus, provides students with facilities and services (such as onsite tutoring) that support their educational experience both in and out of the classroom. Student housing



has trained professional and paraprofessional live-in staff dedicated to meeting the diverse needs of a dynamic and academically centered living environment. They also offer a wide variety of developmental, social and educational programs for professional and personal growth together with a timely and quick response to students' needs.

UNIVERSITY LIBRARIES

University Boulevard Library • Oliveira Library • (956) 882-8221 • www.utb.edu/library

University Libraries provide information and access to materials needed to fulfill the teaching, scholarship and service goals of the university. The two UTB/TSC libraries, the Arnulfo L. Oliveira Memorial Library and the University Boulevard Library, house more than 320,000 titles and have a substantial collection of newspaper and periodical titles in print, on microfiche and microfilm and via online services.

The libraries have a Circulation Department, a Reference Department with a computer lab, a Technical Service Department, an Interlibrary Loan Department, the Hunter Room for archival and genealogical research, study rooms, study areas and carrels and copying machines to accommodate students. The libraries also are a depository for state and federal publications and NASA materials and publications.

The libraries offers an outstanding collection of digital resources in all subject fields, including 150 subscription databases, selected Internet sites and more than 60,000 e-books. The libraries also offer group and individualized instruction to help users improve their research skills and take advantage of library resources. In addition, the libraries are also part of [TexShare](#), a statewide consortium of academic libraries, public libraries and libraries of clinical medicine administered by the [Texas State Library and Archives Commission](#).

UNIVERSITY SCORPION SCHOLARS (USS)

Student Union 2.10 • (956) 882-5138 or (956) 882-7153 • <http://www.utb.edu/sa/uss>

The University Scorpion Scholars program is scholarship opportunity for high school graduates ranked in the top 10 percent of their respective high school classes. The USS program is designed to actively engage top students from throughout the Rio Grande Valley who are awarded the University Scorpion Scholars Scholarship. The program was established to meet the academic needs of students, but also to provide a comprehensive scholarship opportunity for students. The program has several educational elements that help retain Scorpion scholars while at the same time enriching their campus experience. These elements include a peer mentor who provides one-on-one guidance, college success workshops, student life events, learning communities and program advisors who help students ensure success at UTB/TSC. Students in the program are encouraged to participate in several facets of campus life such as research, music, athletics and student life. The high standards and expectations of the program offer participating students attainable goals that help create several opportunities for personal development and a sense of academic accomplishment.



UNIVERSITY TALENT SEARCH SERVICES

Tandy Hall, Room 262 • (956) 882-8243

University Talent Search Services develops individualized education plans for participants, provides team-building and leadership training, expose students to the university community, provides academic and career-related support, increases parental awareness and involvement and offers workshops and seminars to students, parents and school personnel on the college admission and financial aid process.

UPWARD BOUND CLASSIC

Tandy Hall, Room 210 • (956) 882-3846 • www.utb.edu/sa/cub

The Upward Bound Classic program is a federally funded program designed to assist high school students in 9th to 12th grades develop their potential for success in a postsecondary institution:

- Provides tutoring and mentoring in all General Core Curriculum subjects and college entry process
- Provides Summer Academic Bridge programming, including learning communities (college credit and developmental)
- Increases participants' cultural capital
- Provides career exposure and internship opportunities
- Provide leadership retreats
- Enhances parental involvement and provides resource exposure
- Engages in student advocacy

UPWARD BOUND MATH AND SCIENCE

ITECC, Suite D-2 • (956) 882-4297 • www.utb.edu/sa/ubms

The Upward Bound Math and Science program is a four-year college preparatory program funded by the U.S. Department of Education and sponsored by UTB/TSC. The program enhances mathematics and science knowledge through project-based learning experiences and creates an opportunity to explore mathematics and science careers through workshops and field experiences. Students who are selected for participation must be willing to dedicate themselves to hard work and commitment to their projects. UBMS has a number of supporting activities:

- Provides individual and specific tutoring sessions in all core curriculum subjects
- Offers cultural enrichment activities, community service opportunities and a parental involvement component



- Provides a six-week Summer Enrichment Program that simulates college life at UTB/TSC and includes an integrated curriculum of core academic subjects designed to increase competitiveness in college
- Provides a Summer Academic Bridge Program that includes learning communities and enrollment in college credit courses. Students who are in good academic standing and have met the reading and writing proficiency tests are eligible to participate.
- Assists students in completing all with high school graduation requirements
- Assists students in preparing them for the THEA, SAT and ACT college entrance examinations
- Assists students with the identification, selection and admission into the college of their choice
- Educates students on the college admission and application process
- Assists students in acquiring scholarships
- Facilitates students' exploration of career options in mathematics and science
- Facilitates students' personal growth and development and the development of communication and leadership skills

USER SUPPORT SERVICES

Oliveira Library, Room 211 • (956) 882-7453 • www.utb.edu/its/uss

User Support Services supports and strengthens the institution's teaching, learning and research activities by providing faculty and staff members and students with services and technologies that enable access to and use of information resources. USS includes the Help Desk, which provides software support and training, and university e-mail and web account maintenance.

VETERANS UPWARD BOUND PROGRAM (VUB)

Cardenas Hall North, Room 119 • (956) 882-7127 • www.utb.edu/sa/vub

The Veterans Upward Bound program, a Student Success Center component, is funded by the U.S. Department of Education and serves the educational needs of all veterans who are eligible. The requirements veterans must meet to participate are more than 181 days of active duty, a discharge other than dishonorable, first-generation college student and be low-income based on DOE low-income table. Almost 98 percent of veterans who want to participate in the VUB program qualify and are accepted. The VUB program addresses participants' educational needs and assists veterans in securing support services from locally available resources, such as Veterans Affairs, state veteran agencies, veteran organizations and other local agencies that serve veterans. All VUB support services are free:

- College admission assistance
- Academic advising



- Personal counseling
- Tutorial services
- Financial aid
 - Montgomery GI Bill (Chapter 30)
 - Post 9/11 Montgomery GI Bill
 - Vocational Rehabilitation (Chapter 31)
 - Hazlewood Act
- Workshops such as [Scorpion Online](#), [MyUTBTSC](#), calculator use, time management and study skills
- Refresher-courses in literature, composition, mathematics through pre-calculus, foreign languages and laboratory science



ACADEMIC INFORMATION

ACADEMIC ADVISING CENTER

Lightner Center • (956) 882-7362 • www.utb.edu/advising

The Academic Advising Center empowers and encourages students to take charge of their educational plans through collaborative efforts among students, advisors and faculty members. Academic advisors are committed to engaging students in developing educational, career and life goals and are available to assist students who have chosen a particular certificate, associate degree or bachelor's degree program, as well as assist students who are undecided about their majors.

Academic advising is an ongoing planning process for students. Beginning when students are incoming freshmen, academic advising allows students, along with faculty and staff advisors, to explore and develop students' career interests and programs of study. Through the academic advising relationship established between students and advisors, students have the opportunity to:

- Learn about academic policies and procedures:
 - Assessment and placement
 - Developmental course sequence
 - Texas Success Initiative (TSI)
 - Advising contacts with faculty advisors
 - Graduation requirements
 - Satisfactory Academic Progress (S.A.P.) requirements
 - Career interests, goals and opportunities
- Learn about educational opportunities and degree requirements:
 - Certificate programs (one year)
 - Associate degree programs (two years)
 - Bachelor's degree programs (four years)
 - Majors and minors
 - Teaching certification requirements
 - Professional school requirements (pre-law, premed, etc.)



- Transfer requirements
- Graduate school requirements
- Increase students' involvement, persistence and retention toward the successful completion of academic programs of study by becoming familiar with program requirements and by enrolling in appropriate classes that will ensure timely and successful progress toward completion of academic goals.

Students are responsible for seeking appropriate academic advising at the [Academic Advising Center](#) in the Camille Lightner Center and throughout the various campus locations at the schools and colleges

Advisor Locations

College/Program	Location	Phone No.
General Academic Advising	Lightner Center	(956) 882-7362
College of Applied Technology and General Studies		
– Industrial Technology	ITECC C-208	(956) 882-4213
– Applied Business Technology	EDBC 1.534	(956) 882-5849
– B.A.A.S. and B.A.T.	ITECC C-501	(956) 881-4197
College of Education	EDBC 1.102 A	(956) 882-7466
College of Liberal Arts	MRCHS 246	(956) 882-7474
College of Science, Mathematics and Technology	SET-B 1.350	(956) 882-5732
School of Business	EDBC 1.402	(956) 882-5804
School of Health Sciences	Lightner Center	(956) 882-7362

Early Alert

Early Alert is a collaborative retention initiative among staff and faculty members and the Academic Advising Center designed to identify students who are academically at risk. The purpose of this initiative is for students to become aware that a concern in one of their classes has been identified by a faculty member and appropriate action must be taken to ensure academic success. Faculty are asked to identify students who have exhibited poor academic progress due to excessive absences, low test scores, incomplete or missing assignments, inappropriate classroom behaviors or personal issues. During the initial meeting, academic advisors will work with students on devising an action plan that will assist them in building the necessary skills to succeed academically. Depending on the needs, academic advisors may refer students to other campus support services for further assistance.

Program of Study Declaration

What is a Program of Study Declaration?

A “Program of Study Declaration” is an official declaration of the major (degree plan) students plan to pursue during their educational career. To declare a program of study, students must see an academic advisor at the Academic Advising Center or an advisor at the school or college of their major.



Why is it important to declare a program of study?

The declaration ensures that students receive a list of required coursework to help guide them semester by semester. It gives students the opportunity to be guided by an academic advisor or faculty member. The declaration also helps departments to have a better idea of who their students are and can then provide better services such as group advising, course scheduling and long-term planning to more effectively meet the needs of students.

What happens if a student is undecided about what he or she wants to study?

The Academic Advising Center encourages students to visit with an academic advisor and indicate they are undecided as to what they want to study. Academic advisors can guide students as they clarify their career objectives. The [Student Success Center](#) also has career counselors who are available to assist students in the career exploration process. Career counselors are located in the Cardenas Hall North Annex.

Satisfactory Academic Progress (S.A.P.)

Academic advisors assist students that encounter academic difficulties such as failing to meet Satisfactory Academic Progress standards. S.A.P. is used to identify students experiencing difficulty with their courses. It is based on two components: grade point average (GPA) and course completion. Academic probation occurs when students' cumulative GPA falls below a 2.0 or fails to meet a 70 percent completion rate. Until the cumulative GPA is 2.0 or higher, students will remain on probation. While on probation, students must earn a minimum of a 2.0 GPA and 70 percent completion rate each term to prevent from being placed on academic suspension. Students who fail to meet S.A.P. standards must meet with academic advisors to develop an "Academic Success Contract" and an "Academic Success Plan." Academic advisors also inform students of the institution's policies and procedures, provide information that can lead to academic success and refer students to campus support services and resources that can better assist them. It is of vital importance that students meet with their academic advisor if they fall below S.A.P. standards so they can be better prepared for academic success. For more information about how S.A.P. affects financial aid, please refer to the "Financial Aid" section of this catalog.

ACADEMIC POLICIES

Academic Adjustment for Disabilities

UTB/TSC is prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students. It is the responsibility students with disabilities to initiate a request. Students may request course substitutions or modification of degree requirements by addressing a letter to the disability services coordinator, to be referred to the department chairperson involved. Letters should contain students' names, addresses, phone numbers, Scorpion ID numbers, majors or minors, specific substitution or modification requests and reasons for the request. Requests should document specific and pertinent disability information. Requests must be received at least 14 days before the end of late registration for a decision to be given for that semester or term.



Advanced-level Work

Courses numbered either 3000 or 4000 are called advanced or upper-division courses. Students may not enroll in any upper-division course until they have successfully completed all TSI requirements. Normally, students with fewer than 60 credit hours may enroll in 3000 or 4000 courses only when their schedules include enough lower-level work to total at least 60 credit hours in addition to the upper-level courses for which they wish to enroll. Approval of the department chair or dean is required if the conditions above are not met for advanced-level enrollment.

Add/Drop

Students may add a course during the official add/drop period as indicated on the [Academic Calendar](#). After the add/drop period, students may add a course for academic reasons only with the permission of the course instructor, department chair and dean. The determination of the instructor, department chair and dean is final.

Students may add a class through [Scorpion Online](#) or in person at the Office of the Registrar in Tandy 105. Students are responsible for ensuring that their request is processed by the specified deadline.

Students may drop a course during the official add/drop period as indicated on the Academic Calendar. After the add/drop period, students may drop a course according to the deadlines indicated on the Academic Calendar. Students may drop a class through Scorpion Online or in person at the Office of the Registrar in Tandy 105. Students are responsible for ensuring that their request is processed by the specified deadline.

Student's financial assistance may be affected when dropping a class. Students should be advised that the Texas Legislature has capped the number of attempted development hours the state will fund at 27 and the number of undergraduate semester credit hours at 170. Courses dropped after the official record date (ORD) count against these totals:

- Before the official record date yet still enrolled in at least one credit hour: no grade on transcript
- After the official record date but prior to the "deadline to withdraw" yet still enrolled in at least one credit hour: W
- After the official record date but prior to the "deadline to withdraw" yet still enrolled in at least one credit hour: W

In addition, students who enrolled in a Texas public institution as a first-time freshman in the fall 2007 term or later will not be allowed to withdraw from more than six courses over their entire undergraduate career in accordance with [Texas Education Code](#), § 51.907 and 19 [Texas Administrative Code](#) §4.10. This limit includes all classes taken at any Texas public institution of higher education. There are certain reasons that constitute "good cause" for withdrawing from a class so that it will not count toward the six-class limit. These reasons include, but are not limited to, a severe illness or other debilitating condition that affects students' ability to complete a course; students' need to care for a sick, injured or needy person if the care affects students' ability to complete the course; the death of students' family members or of persons considered to have a sufficiently close relationship to students; the active duty service as a member of the Texas National Guard or the armed forces of the United States of students, family members or persons considered to have a sufficiently close relationship them; a change in students' work schedule that is beyond their control and that affects their ability to complete the course and other good causes determined by UTB/TSC. In addition, for the purposes of this policy, a course, such as a laboratory or discussion course in which students are enrolled concurrently with a lecture course, is not considered to be a course separate from the lecture course if concurrent enrollment in both



courses is required and in dropping the lecture course, students would be required to drop the laboratory, discussion or other course in which they are concurrently enrolled. The Office of the Registrar will identify first-time freshman records each academic term to establish a beginning term and the start of an automated counter that will track each course dropped. Once students' records reach the six-course drop limit, an automated block will prevent students from dropping additional courses. Students that experienced good cause that led to dropping a course may send the registrar a written appeal stating the reason and including supporting documentation. Dropped courses that are exempt from the count will reflect a WS on official records and will be excluded from the six-course drop limit. Exemptions are coded on official transcripts. Dual enrollment courses are not subject to the six-course drop rule.

Attendance and Absences

Students are expected to be diligent in their studies and regular in class attendance. Students are responsible for all class work and assignments. The number of absences permitted in any one course varies with instructor and course. Attendance requirements are printed in the course syllabus and announced by the instructor at the initial class meeting. On recommendation of the instructor concerned, students may at any time be dropped from courses for failure to meet the attendance requirements or other good cause. This may result in a W or an F on students' academic records. UTB/TSC will excuse students from attending classes or other required activities, including examinations, for the observance of religious holy days, including travel for that purpose. In addition, UTB/TSC will permit students, as well as students who incur a nonreligious excused absence, to take an examination or complete an assignment scheduled for the day of absence within a reasonable time after the absence if, not later than the fifteenth day of the semester or term, students notify the applicable instructors that they will be absent for a religious holy day or nonreligious excused absence.

A religious holy day is a holy day observed by a religion whose places of worship are exempt from property taxation under § 11.20 of the [Texas Tax Code](#). A nonreligious excused absence is an absence for a day and for a reason that is mutually agreed to in advance by the instructor and student. Each instructor has the right to determine what constitutes a nonreligious excused absence and is not bound by the decisions of other instructors.

Students' notification must be in writing and must be delivered 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.

Upon notice from students who are required to participate in active military service, including travel related to that service, the students are excused from scheduled classes or other required activities, including examinations, and will be allowed to complete assignments or examinations within a reasonable time after the absence. For the purposes of this policy, a "reasonable time" shall equal 15 calendar days after their active duty ends, instructors and students mutually agree to a longer period of time. The excused absence is permitted only if students will not miss more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which they are enrolled at the beginning of the period of active military service. If students objects to instructor's treatment of their absence due to active military service, they may file a grievance pursuant to the procedures outlined in "Grievances, Academic (Grade Appeals and Other Than Grade Appeals)," found elsewhere in the "Academic Policies."



Auditing Courses

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 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 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 changed to credit nor can credit courses be changed to audit. Audit work cannot be used toward 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.

Cheating

Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in courses and expulsion.

“Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit for any work or materials that are attributable in whole or in part to another person, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts,” as stated in The UT System Board of Regents’ [Rules and Regulations](#), Rule 50101.

Since scholastic dishonesty harms the individual, all students and the integrity of UTB/TSC, policies on scholastic dishonesty are strictly enforced. Any instances of scholastic dishonesty will be addressed in accordance with The UT System Board of Regents’ Rules and Regulations, Rule 50101 and UTB/TSC’s [Handbook of Operating Procedures](#).

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.



Corequisite

A corequisite is a course that must be taken together with another course during the same semester or term. Corequisites are included with in the course listings at the [Undergraduate Catalog](#) webpage.

Course Load

Undergraduate Course-load Table

Load	Fall	Spring	May	Summer I or II
Less-than-half	1-5	1-5	1-2	
Half	6-8	6-8	3-4	
Three-quarter	9-11	9-11	5	
Full	12-18	12-18	6-8	
Overload*	19 or more	19 or more	5 or more	9 or more

For each regular semester, undergraduate students may enroll for no more than 18 credit hours. For each summer term, undergraduate students may enroll for no more than eight credit hours. For each May term, undergraduate students may enroll for no more than four hours. Enrollment in more than 18 semester hours in a regular semester, eight in a single summer term or four in a single May term requires authorization by the appropriate dean of students' college or school.

Course Numbers

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit 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 courses 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.

Course Schedule

The [Online Course Schedule](#) is updated before registration each fall, spring and summer semester or term. Changes to the schedule, such as reassignment of instructors, closing, consolidating, dividing, or equalizing teacher loads, may be made for the convenience of UTB/TSC. Listings are subject to change without notice, but will be updated in the Online Course Schedule.

Course Textbooks

A preliminary syllabus for each course offered in a given semester is available online. The syllabus provides course information, including required textbooks. Barnes & Noble is the Campus Bookstore; however, students are 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.

Credit

The unit of credit for academic and technical courses is the semester hour. The total credit hour value (also referred to as semester hour value or credit hours) of a course usually indicates the number of class hours it meets each week for one semester or term. During the long semester or term, most courses meet three hours each week for three semester hours of credit. Courses requiring laboratory work meet for additional hours at specified times.

Final Examinations

Final examinations are held at the end of each semester or term. Examinations must be taken according to the published schedule unless prior approval has been obtained and alternative arrangements have been made. Approval will be granted only under rare circumstances. Students who miss an examination for reasons beyond their control should notify the instructor or the appropriate department chair immediately.

Full-time Undergraduate Student

Undergraduate students are full-time when enrolled for at least 12 credit hours during a regular semester or at least six credit hours during a summer term.

Grade Inquiry

Final grades are available to students within 24 hours after all final examination grades have been submitted online after the end of each semester or term. Grade reports are not mailed to students. Students interested in obtaining their grades may log on to [Scorpion Online](#).



Grades

Grade Explanation Table

Grade	Explanation	Grade Points per Credit Hour	Note
Au	Audit		Not used in computing GPA
A	Excellent	4.00	
B	Good	3.00	
C	Average	2.00	
D	Below average	1.00	Not used in graduate courses
F	Failure	0.00	Not used in computing GPA
I	Incomplete		Not used in computing GPA
IM	Incomplete military		Not used in computing GPA
P	Pass		Not used in computing GPA
	Advanced Placement, CLEP and "tech prep" credit only		Not used in computing GPA
W	Withdrawal		Not used in computing GPA
WC	Withdrawal due to casualty		Not used in computing GPA
WM	Withdrawal military		Not used in computing GPA

Grades are awarded in courses in which students are officially enrolled after the official record date. This deadline to withdraw is specified in the [Academic Calendar](#) for each semester or term. After the deadline to drop with a grade of a W has passed, students may not be awarded a W as a final grade.

Grade Point Average (GPA)

Grade point average is computed by dividing the total grade points earned by the total credit hours attempted.

Sample Calculation Method

Course	Grade	Credit Hours	Multiplied by Grade *	Grade Points
ENGL 2302	A	3	4	12
MATH 4316	B	3	3	9
HIST 3314	C	3	2	6
CHEM 3403	D	4	1	4
KINE 1101	F	1	0	0
Total		14		31

GPA: 31 grade points % 14 credit hours = 2.21

* A=4, B=3, C=2, D=1, F=0

Grade Change

If an error in computation, evaluation or recording warrants a grade change, the instructor may process a grade change form through his or her department chair. The change request form must have written justification by the instructor, recommendation of the department chair and approval of the dean.



Graduation Application

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as candidates for a degree, students must submit a complete graduation application packet for a degree to the Office of the Registrar by the appropriate deadline. Graduation application deadlines are March 1 for December graduation, Aug. 1 for May graduation and Nov. 1 for August graduation. Students should obtain an official degree audit one year prior to their expected graduation date to avoid graduation conflicts. An academic advisor can assist students with official degree audits.

Students who graduate with their first bachelor's degree may be eligible for a tuition rebate. See "Tuition Rebate Program" for more information about this opportunity.

Graduation Under a Specific Catalog

General and specific requirements for degrees may be altered in successive catalogs. Bachelor's students must graduate within eight years from commencement of collegiate work, and associate or certificate students must graduate within six years from the academic year of entrance, or be subject to degree requirements of subsequent catalogs.

Grievances, Academic (Grade Appeals and Other Than Grade Appeals)

Students must first make every effort to resolve academic grievances informally with those with whom they have a grievance within 30 calendar days from the end of the term. If the matter cannot be resolved in discussions between students and their instructor, supervisor, administrator or committee, students must submit a formal complaint online at the "[Student Grievances](#)" webpage to be forwarded to the department chair with a copy to the dean of the respective college or school within 10 business days after receipt of the response to the informal procedure. The formal complaint must include reasons for the appeal and state the remedies students are seeking. Within 10 business days, the chair will provide students and school or college deans with a written response. If the matter is not resolved by the written response provided by the department chair, students must submit a formal complaint online within 10 business days of the date the response was sent to the school or college dean where the course is offered. The formal appeal to the school or college dean must state the reasons students are appealing the written response. The school or college dean will review the appeal and responses, obtain additional information and opinions, if desired, and provide students with a written response within 10 business days of the receipt of the appeal to the school dean. The decision of the school or college dean will be final.

Grievances, Nonacademic

In an effort to resolve misunderstandings or concerns, students must first make every effort to resolve the matter informally by discussing their concerns with the faculty or staff member against whom they have a complaint is within 30 days of the time of the incident. The person to whom the complaint is presented must respond orally or in writing within 10 business days after the receipt of the complaint. If the concern still exists, students must submit their grievance online at the "[Student Grievances](#)" webpage to the appropriate chair or head of the department in which the grievance originated. Within 10 business days after receiving the grievance, the department chair or head should solicit information from both students and the employee in cited in the complaint, may confer with anyone having information pertinent to the grievance and may hold a meeting between the students and the employee in an effort to mediate and



resolve the complaint. If the complaint is not resolved to students' satisfaction, they must submit a formal appeal online to be forwarded to the appropriate assistant or associate vice president supervising the department where the complaint originated. Students must submit this appeal to the appropriate assistant or associate vice president within 10 business days after the after they receive the response from the department chair or head. The decision of the assistant or associate vice president must be mailed or delivered in person to students within 10 business days after receipt of the students' formal appeal. If the complaint is not resolved to student's satisfaction, additional appeals may be pursued in writing to the appropriate vice president supervising the department where the complaint originated. The 10 business day time limit applies to each appeal and to each notification of decision described above. Decisions at the vice presidential level will be final.

Identification Cards

Sting Cards (UTB/TSC ID cards) for semester credit hour students are issued by the Circulation Desk at the University Boulevard Library. Use of the Sting Card is governed by the following conditions:

- The card remains the property of the institution and must be surrendered to any administrative official or Campus Police officer or guard of UTB/TSC on demand.
- The card must be presented for:
 - Admission to any faculty or school-sponsored activity
 - Admission to all athletic events
 - Voting in campus elections and referendums
 - Use of computer services
 - Use of the libraries
 - Disbursement of financial aid checks
 - Any transaction at the Office of the Registrar
- The card is nontransferable. Loss or mutilation must be reported to the Circulation Desk at the Library. A charge of \$10 will be made for replacement.
- Sting Card photographs may be taken at any time during the University Boulevards Library's regular hours.

Immunization Requirements

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



- **Measles:** proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity.
- **Mumps:** proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.
- **Rubella:** proof of one dose administered on or after the first birthday or proof of immunity.
- **Tetanus and diphtheria:** proof of one booster dose of tetanus and diphtheria (within 10 years).
- **Hepatitis B virus (HBV):** proof of serologic immunity to HBV or certification of immunization with a complete series of hepatitis B vaccine. Students will be required to present a letter or other suitable written certification

Students enrolled at TSC and institutions of The UT System will assume the full cost of the immunizations. Individual schools may require other immunizations. Proof that they have taken a polio vaccine is required for students in the Emergency Medical Technology, Radiologic Technology and Medical Laboratory Technology programs.

First-time students, including transfer students, who reside in (or have been approved to reside in) on-campus housing must provide a certificate signed by a health practitioner evidencing that they have been vaccinated against bacterial meningitis at least 10 days before taking up residence in on-campus housing ([Texas Education Code](#), § 51.9191; 19 [Texas Administrative Code](#) 21.610).

Inquiries concerning supplemental immunization requirements should be directed to Student Health Services. Certain exemptions are allowed from the immunization requirements. Students should contact [Student Health Services](#) for additional information.

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 term if the following conditions have been met:

- Students must be currently enrolled in the courses in question (prior to grading).
- The deadline for an automatic W grade for the courses must have passed.
- Students must be passing the courses (student must have completed work of acceptable quality). An I grade may never be applied when students have done poor work.
- Students must have legitimate extenuating circumstances, such as a severe illness, that prohibit completion of the course. The faculty member will consult her or his department head with any questions regarding legitimacy.
- Students are not allowed to retake the course as a condition of the incomplete. If the circumstances are such that they are meeting the requirements of the course at the time of the I grade, then only the remainder of the course content is required to be completed.
- Instructors, upon receiving and evaluating the completed work, will record the appropriate grade prior to stated deadlines for grading at the end of each respective semester.



- Instructors granting I grades must submit a written agreement signed by both the students' and themselves specifying the following:
 - The “acceptable” reason for the I grade (such as illness)
 - Details of the work that has to be performed by students to complete the course
- The form must be submitted to the department chair no later than the deadline for semester grades.
- Students cannot normally graduate with an I grade on their record.
- Students will not be given an I grade to allow:
 - Time to prepare coursework in addition to that assigned to the class
 - Time to repeat the entire course
 - Opportunity to raise a grade

Incomplete grades are not issued for students' or faculty members' convenience. They may be issued only in the case of compelling, nonacademic circumstances beyond students' control. For situations that apply to reservists or members of the National Guard who have been called to active duty in the U.S. military after a semester or term has begun, please see “Military Service Activation Interruption of Education” in the “Admissions” section of this catalog.

Pass/Fail Option

Students enrolled in a kinesiology activity course may take the course for a traditional letter grade (e.g. A, B, C) or may elect to take it on a pass/fail basis. To exercise the pass/fail option, students must petition to do so no later than the deadlines announced in the [Academic Calendar](#). Petitions are made at the Office of the Registrar in Tandy 105.

Prerequisite

Prerequisites are specified requirements that must be met before students may enroll in a course. Specific prerequisites are listed in course listings.

Quality of Work

While a grade of D is considered passing in a subject, an overall average of 2.00 is required for graduation. A grade of C or better may be required in other courses, departments or degree programs. For example, some English and mathematics core curriculum requirements require a grade of C or better while other courses require a grade of B or better. Students must also make at least an average of 2.00 in both their major and minor fields. Some programs require a 2.50 in both their major and minor fields.

Registration

To attend classes, students must first register or enroll for the courses they wish to attend and pay all appropriate tuition and fees by the corresponding deadlines as published on the [Academic Calendar](#). Students must complete all admission procedures prior to registration. Information about registration dates and times is listed on the Academic



Calendar. Information about registration procedures and deadlines may be obtained at the GO Center/Info Shop in Tandy lobby, the Office of the Registrar in Tandy 105, or the Academic Advising Center in the Lightner Center.

Repeated Courses

When a 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.) For the purposes of satisfactory academic progress (S.A.P.) evaluations, each graded course will be counted toward attempted hours with only the final attempt being counted toward completed hours.

Required Courses

All courses in students' programs of study are required courses and must be completed for students to receive a degree or certificate. Most courses are sequenced from less-advanced to more-advanced courses and should be taken in the order suggested. Assistance with course selection and information about required courses and sequencing may be obtained in the [Academic Advising Center](#). In addition, students may be required to take certain developmental courses based on assessment scores or THEA scores before they are allowed to enroll in more advanced courses.

Semester Credit Hour

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

Terms and Semesters

The Texas Higher Education Coordinating Board (THECB) requires that classes that offer three semester hours for credit meet for a minimum 45 contact hours during a given term.

- **The academic year:** The academic year is divided into two semesters, fall and spring semesters. Each semester meets for classes approximately 150 minutes per week for 15 weeks.
- **The summer term:** The summer term is divided into two terms, Summer I and Summer II. Each term meets for classes approximately two hours per day for 23 class meetings.
- **The May term:** The May term is an intense term consisting of approximately three hours per day for 15 class meetings.

The [Academic Calendar](#) for this academic year is listed in this catalog and on the UTB/TSC website.

Undergraduate Satisfactory Academic Progress

UTB/TSC monitors academic progress every fall and spring semester or term to identify those students who are experiencing difficulty with their courses. [Satisfactory Academic Progress](#) (S.A.P.) is based upon two components: GPA and course completion. Academic progress is computed every fall and spring term for every UTB/TSC student; transient students are held to the standards of their home institution, not to those of UTB/TSC.



Minimum GPA Requirements

Students are expected to maintain a level of academic achievement that allows them to meet the grade requirements for graduation. (**Note:** Some programs of study might have higher GPA requirements) Students remain in good standing with the university when they maintain a UTB/TSC GPA of 2.000 or higher. Students who fail to maintain the minimum required grade point average of 2.000 in all work attempted at UTB/TSC will be placed on probation or suspension as appropriate.

Minimum Course Completion Requirements

Students are expected to successfully complete at least 70 percent of credit hours attempted. This is calculated by evaluating the ratio of cumulative hours attempted versus earned. Attempted hours are those credits for which students are registered on the official record date of each semester or term. Earned hours are those credits for which students receive a passing grade (according to “Grade Standards” published in the undergraduate and graduate catalogs).

Standards for Satisfactory Academic Progress

Good standing: The good standing standard is awarded to students maintaining a cumulative GPA of 2.000 or higher and who maintain a cumulative completion rate of 70 percent or higher.

Probation: If at any time student’s cumulative GPA falls below 2.000 or student’s cumulative completion rate falls below 70 percent, they are placed on probation. The conditions of probation are as follows:

- Students are limited to 12 credit hours.
- Students are required to participate in specific programs designed to help them succeed academically.
- Students who do not meet the following conditions will be subject to academic dismissal.
- Students on academic probation must process any and all registration actions with an academic advisor.

First Probationary Term

If at the end of the first probationary term, students have a cumulative GPA of 2.000 or higher and a cumulative completion rate of 70 percent or higher, they are no longer on probation and return to good standing (as defined above). If at the end of the probationary term, students do not have both a cumulative GPA of 2.000 or higher and a cumulative completion rate of 70 percent or higher, they can continue on probation if their term GPA is 2.000 or higher and their term completion rate is 70 percent or higher. However, if their term GPA is less than 2.000 or their term completion rate is less than 70 percent, students will go on suspension and will not be eligible to take courses at UTB/TSC for one long term.

Subsequent Probationary Term

The same conditions as above will apply to students who are on probation for subsequent probationary terms.



Suspension and Reinstatement

Upon return from suspension, students will be enrolled conditionally, limited to seven credit hours, required to meet with an advisor to select appropriate courses and required to participate in specific programs designed to help them succeed academically.

Suspension Appeal

- **First Academic Suspension:** one regular term (excluding summer)
- **Second and Subsequent Academic Suspensions:** two regular terms (excluding summer)

Regular terms are the fall and spring semesters only. Students on suspension are not eligible to take courses in the summer sessions.

To appeal suspension from the university, students must submit a written appeal (with supporting documentation) to the Office of the Vice President for Academic Affairs. The appeal must explain the mitigating circumstances that prevented them from meeting the required academic standards. A decision will be rendered via e-mail and the decision of the committee is final.

Withdrawing From Classes

After the official record date, students may withdraw from classes and receive a grade of W on their academic records. The deadline to withdraw is specified in the [Academic Calendar](#) for each semester or term. Students who do not withdraw before the deadline may not be awarded a W as a final grade.

Students may withdraw from all of their classes through [Scorpion Online](#) or in person at the Office of the Registrar in Tandy 105. Students are responsible for ensuring that their requests are processed by the withdrawal deadline.

For withdrawal options that apply to reservists or members of the National Guard who have been called to active duty in the U.S. military after a semester has begun, please see “Military Service Activation Interruption of Education” in the “Admissions” section of this catalog.

GENERAL EDUCATION CORE CURRICULUM

General education core curriculum requirements apply to all associate of arts, associate of science and bachelor’s degrees. Associate of applied science degrees require 15 hours of specific general education courses. The specific general education requirements for each major are listed on the official program of study. For more information, see an academic advisor.

48 total credit hours: Completing the general education core requires classes selected from each of the following focus areas:

- 010: Communication (two courses, six credit hours):
 - English 1301: Composition I (minimum grade of C)



- English 1302: Composition II (minimum grade of C)
- 011: Additional Communication (two courses, six credit hours):
 - Spanish 1311: Elementary Spanish I
 - Spanish 1312: Elementary Spanish II
 - Spanish 2313: Basic Spanish for Bilinguals I
 - Spanish 2315: Basic Spanish for Bilinguals II
 - Spanish 2311: Intermediate Spanish I
 - Spanish 2312: Intermediate Spanish II
 - Spanish 2316: Career Spanish I
 - Spanish 2317: Business Spanish
 - Spanish 2321: Hispanic Language & Culture I
 - Spanish 2322: Hispanic Language & Culture II
 - French 1311: Elementary French I
 - French 1312: Elementary French II
 - French 2311: Intermediate French I
 - French 2312: Intermediate French II
 - German 1311: Elementary German I
 - German 1312: Elementary German II
 - German 2311: Intermediate German I
 - German 2312: Intermediate German II
 - Arabic 1311: Elementary Arabic I
 - Arabic 1312: Elementary Arabic II
 - Chinese 1311: Beginning Chinese I
 - Chinese 1312: Beginning Chinese II
 - Italian 1311: Elementary Italian I



- Italian 1312: Elementary Italian II
- Japanese 1311: Elementary Japanese I
- Japanese 1312: Elementary Japanese II
- Sign Language 1301: Beginning American Sign Language I
- Sign Language 1302: Beginning American Sign Language II
- 020: Mathematics (one course, three credit hours):
 - Math 1314: College Algebra
 - Math 1316: Trigonometry
 - Math 1324: Mathematics for Business and Social Sciences I
 - Math 1325: Mathematics for Business and Social Sciences II
 - Math 1332: Math for Liberal Arts
 - Math 1342: Elementary Statistics
 - Math 1348: Analytic Geometry
 - Math 1350: Fundamentals of Mathematics for Teachers I
 - Math 1351: Fundamentals of Mathematics for Teachers II
 - Math 2305: Discrete Mathematics
 - Math 2318: Linear Algebra
 - Math 2321: Differential Equations and Linear Algebra
 - Math 2412: Pre-calculus Mathematics
 - Math 2413: Calculus I
- 030: Natural Science (two courses with two labs, eight credit hours):
 - Biology 1306 and 1106: General Biology I with lab
 - Biology 1307 and 1107: General Biology II with lab
 - Biology 1308 and 1108: Biological Concepts I with lab
 - Biology 1309 and 1109: Biological Concepts II with lab



- Biology 2301 and 2101: Human Anatomy and Physiology I with lab
- Biology 2302 and 2102: Human Anatomy and Physiology II with lab
- Chemistry 1305 and 1105: Introductory Chemistry I with lab
- Chemistry 1307 and 1107: Introductory Chemistry II with lab
- Chemistry 1311 and 1111: General Chemistry I with lab
- Chemistry 1312 and 1112: General Chemistry II with lab
- Environmental Science 1301 and 1101: Introduction to Environmental Science I with lab
- Environmental Science 1302 and 1102: Introduction to Environmental Science II with lab
- Geology 1301 and 1101: Principles of Earth Sciences with lab
- Geology 1303 and 1103: Physical Geology with lab
- Geology 1304 and 1104: Historical Geology with lab
- Geology 1347 and 1147: Meteorology with lab
- Physics 1301 and 1101: General Physics I with lab
- Physics 1302 and 1102: General Physics II with lab
- Physics 1305 and 1105: Elementary Physics and Acoustics with lab
- Physics 1310 and 1110: Conceptual Physics with lab
- Physics 1311 and 1111: Introduction to Astronomy with lab
- Physics 1315 and 1115: 21st Century Energy Issues: Physical Science I
- Physics 1401: College Physics I
- Physics 1402: College Physics II
- Physics 2325 and 2125: University Physics I Lecture with lab
- Physics 2326 and 2126: University Physics II Lecture with lab
- 040: Humanities (one course, three credit hours):
 - English 2332: World Literature to 1660
 - English 2333: World Literature since 1660



- 050: Visual and Performing Arts (one course, three credit hours)
 - Arts 1301: Art Appreciation
 - Arts 1303: Art History Survey I
 - Music 1304: Teaching Music in the Elementary School
 - Music 1306: Music Appreciation
 - Music 1308: Music Literature and History I
- 060: History (two courses, six credit hours)
 - History 1301: United States to 1877
 - History 1302: United States since 1877
- 070: Government (two courses, six credit hours):
 - Government 2301: American and Texas Government
 - Government 2302: American Government and Policy
- 080: Social and Behavioral Sciences (one course, three credit hours):
 - Anthropology 2351: Cultural Anthropology
 - Business 1301: Introduction to Business
 - Economics 2301: Macroeconomics
 - Geography 1303: General World Geography
 - Psychology 2301: Introduction to Psychology
 - Sociology 1301: Introduction to Sociology
 - Sociology 2319: The Mexican-American Experience
- 090: Institutionally Designated Option (two courses, four credit hours):
 - Kinesiology 1164 or any one-hour activity course
 - One speech course:
 - Speech 1315: Applied Communication
 - Speech 1318: Interpersonal Communication



In accordance with § 61.822 of the [Texas Education Code](#), students who successfully complete the entire General Core Curriculum at another Texas public institution of higher education may transfer that block of courses to UTB/TSC to satisfy UTB/TSC's core curriculum. If students complete some, but not all, of the core curriculum at another Texas public institution of higher education, they will receive credit for the component area completed and then must take additional General Core Curriculum courses at UTB/TSC until they complete the 48 credit hours that compose UTB/TSC's core curriculum.

UTB/TSC's General Education Core curriculum mission seeks to encourage lifelong learning by providing students with a broad education in the liberal arts and sciences and an appreciation of their heritage and culture. Additionally, the curriculum develops the skills necessary for a satisfying personal, professional and public life. The mission will be accomplished through an interdisciplinary core curriculum that reflects convergences among disciplines.

Basic Intellectual Competencies in the Core Curriculum

The core curriculum guidelines described here are predicated on the judgment that a series of basic intellectual competencies – reading, writing, speaking, listening, critical thinking and computer literacy – are essential to the learning process in any discipline and should inform any core curriculum. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

Critical Thinking

Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

Computer Literacy

Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

Some of these intellectual competencies have traditionally been tied to specific courses required of all students during their first two years of college. For example, courses in college composition, together with mathematics, have long been the cornerstone experience of the freshman year. But a single course or two-course sequence in college composition can do little more than introduce students to the principles and practices of good writing. Within the boundary of three to six semester credit hours of coursework, neither of these sequences can guarantee proficiency. Moreover, in most curricula there are no required courses specifically dedicated to reading or to critical thinking. Thus, if a core curriculum is to prepare students effectively, it is imperative that, insofar as possible, these intellectual competencies be included among the objectives of many individual core courses and reflected in their course content.



Listening

Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

Reading

Reading at the college level means the ability to analyze and interpret a variety of printed materials – books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

Speaking

Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, large groups and through the media.

Writing

Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion and audience. Although correct grammar, spelling and punctuation are each essential in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process, including how to discover a topic, how to develop and organize it and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

Perspectives in the Core Curriculum

Another imperative of a core curriculum is that it contains courses that help students attain the following:

- Establish broad and multiple perspectives on themselves in relationship to the larger society and world in which they live and to understand the responsibilities of living in a culturally and ethnically diversified world
- Stimulate a capacity to discuss and reflect upon individual, political, economic and social aspects of life in order to understand ways in which to be a responsible member of society
- Recognize the importance of maintaining health and wellness
- Develop a capacity to use knowledge of how technology and science affect their lives
- Develop personal values for ethical behavior
- Develop the ability to make aesthetic judgments
- Use logical reasoning in problem solving
- Integrate knowledge and understand the interrelationships of the scholarly disciplines



DEGREE REQUIREMENTS

Certificates

The Texas Southmost College Board of Trustees grants certificates. Certificates of proficiency require completion of the curriculum for one of the workforce education programs.

Students must obtain a certificate of proficiency according to the requirements for graduation described in the catalog of the year in which they declared their major at UTB/TSC, or some later catalog in effect during their periods of enrollment. However, students must graduate within six years from the academic year of entrance or be placed under the provisions of a later catalog. Students may choose to graduate under a current catalog. Students wishing to obtain a certificate must officially declare a program of study. Any declaration of major shall be made under current catalog requirements.

Program of study changes must be approved by an academic advisor. Information concerning programs of study may be obtained at the [Academic Advising Center](#). Students pursuing a one-year certificate should obtain an official degree audit on their official program of study one semester prior to their expected graduation date to avoid graduation conflicts. An academic advisor can assist students with official degree audits.

To graduate with a certificate of proficiency, students must:

- Satisfy admission requirements
- If applying for Level 2 certificate, satisfy the Texas Success Initiative (TSI) requirements
- Submit a completed graduation application packet with proof of payment to the Office of the Registrar by the appropriate deadline as posted on the [Academic Calendar](#)
- Have a minimum cumulative 2.00 GPA in all program of study coursework
- Have a minimum cumulative 2.00 GPA in all academic coursework, including transfer work
- Complete a minimum of 25 percent of the credit hours required for the certificate in residence at UTB/TSC (credit by examination, credit by escrow and “tech prep” credit cannot be counted as hours taken in residence)
- Complete the requirements for one of the certificate programs listed in this catalog including non-coursework requirements (such as exit examinations, portfolios, special projects)

Associate Degrees

The Texas Southmost College Board of Trustees grants the following degrees:

- Associate of Applied Science
- Associate of Arts
- Associate of Arts in Business Administration



- Associate of Arts in Social Work
- Associate of Arts in Spanish Translation
- Associate of Arts in Teaching
- Associate of Fine Arts
- Associate of Science
- Associate of Science in Technology

All course requirements for the associate degree programs listed above are established within the college, school or department in which the program of study falls. For detailed information, students should contact the academic department responsible for administering the program of study.

Associate Degree Requirements

Students must satisfy catalog requirements in effect during the academic year they declare an official program of study at UTB/TSC, or some later catalog. However, students must graduate within six years from the academic year of entrance or they must be placed under the provisions of a later catalog in effect during their period of enrollment. Students may choose to graduate under a current catalog.

Students wishing to obtain an associate degree must officially declare a program of study. Any declaration of major shall be made under current catalog requirements.

Declaration of a program of study and changes of program of study must be approved by the appropriate academic advisor. Information concerning programs of study may be obtained at the [Academic Advising Center](#). Students should obtain an official degree audit on their official program of study one year prior to their expected graduation date to avoid graduation conflicts. An academic advisor can assist students with official degree audits.

To graduate with an associate degree, students must:

- Satisfy admission requirements
- Satisfy the Texas Success Initiative (TSI) requirements
- Submit a completed graduation application packet with to the Office of the Registrar by the appropriate deadline as posted on the [Academic Calendar](#) (nine months prior to the expected graduation date).
- Have a minimum cumulative 2.00 GPA in the general education core curriculum requirements
- Have a minimum cumulative 2.00 GPA in all program of study coursework
- Have a minimum cumulative 2.00 GPA in all coursework, including transfer work
- Complete a minimum of 25 percent of credit hours required for the degree in residence at UTB/TSC (credit by examination, credit by escrow and “tech prep” credit cannot be counted as hours taken in residence)



- Complete the requirements for one of the associate degrees listed in this catalog including non-coursework requirements (such as exit examinations, portfolios, special projects)
- Students are requested to seek advice for residency requirements and degree audit from an advisor at least one year prior to completing graduation requirements

Subsequent Associate Degrees and Multiple Majors

Students may receive an additional associate degree of a different type and major (e.g., A.A.S. students may earn an A.A. degree and A.A. degree students may earn an A.A.S. degree).

To earn an additional associate degree, students must:

- Complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree
- Complete all requirements for the additional degrees, including grade point average requirements, elective courses, and others, as set forth in this catalog

To earn an additional major in an associate degree, students must:

- Complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree
- Complete all requirements for the additional majors as set forth in this catalog

Guarantee for Job Competency

If Associate of Applied Science (A.A.S.) graduates are judged by their employer to be lacking in technical job skills identified as exit competencies for their specific degree program, graduates will be provided up to nine tuition-free credit hours including course related fees of additional skill training by Texas Southmost College under the conditions of the guarantee policy.

Special conditions which apply to the guarantee are as follows:

- Graduates must have earned the A.A.S. degree beginning May 1995 or thereafter in an occupational program identified in the UTB/TSC catalog.
- Graduates must have completed the A.A.S. degree at UTB/TSC (with a majority of the credits being earned at TSC) and must have completed the degree within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president for Academic Affairs.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing to the vice president for Academic Affairs that the employees are lacking entry level skills identified by UTB/TSC as the employees' program competencies and must specify the areas of deficiency within 90 days of graduates' initial employment.



- The employer, graduates, division dean, job placement counselor and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within 12 months from the time the educational plan is agreed upon.
- The guarantee does not imply that graduates will pass any licensing or qualifying examination for a particular career.
- Students' sole remedy against UTB/TSC and its employees for skill deficiencies is be limited to nine credit hours of tuition-free education under the conditions described above.
- The program can be initiated through a written agreement with the Office of the Vice President for Academic Affairs.

Bachelor's Degrees Available

The University of Texas at Brownsville awards the following bachelor's degrees:

- Bachelor of Applied Arts and Sciences (B.A.A.S.)
- Bachelor of Applied Technology (B.A.T.)
- Bachelor of Arts (B.A.)
- Bachelor of Arts in Interdisciplinary Studies (B.A.I.S.)
- Bachelor of Business Administration (B.B.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Criminal Justice (B.S.C.J.)
- Bachelor of Science in Nursing (B.S.N.)
- Bachelor of Music (B.M.)
- Bachelor of Arts in Communication (B.A.Comm.)
- Bachelor of Multidisciplinary Studies (B.M.S.)

All course requirements for a bachelor's degree in any of the disciplines are established within the college, school, or department in which the discipline falls. For detailed information, students should contact the department of responsible for administering the respective program of study.



Bachelor's Degree Requirements

Specific requirements for each major field are listed in the catalog sections dealing with these majors. It is the responsibility of students to be familiar with all the requirements for the degree.

- A minimum of 120-124 credit hours, including a minimum of 36 advanced hours, is required, with an overall minimum grade point average of 2.000 in all non-developmental courses (including transfer work). For School of Business B.B.A. majors, a 2.500 GPA overall is required.
- A minimum grade point average of 2.000 in the General Core Curriculum, the major field and the minor field is required. For School of Business B.B.A. majors, a 2.500 GPA is required in the upper division core and major.
- Students may meet the requirements for graduation in the catalog of the year in which they enter UTB/TSC or some later catalog. However, students must graduate within eight years from the academic year of entrance or they must be placed under the provisions of a later catalog in effect during their periods of enrollment.
- A major field of concentration requires a minimum of 24 credit hours (30 credit hours for most majors) with at least 15 hours of advanced-level work.
- A minor field requires at least 18 credit hours with a minimum of nine semester hours of advanced-level work.
- Courses may not be used to satisfy a requirement for both a major and a minor.
- The same course may not be applied to multiple sections of a degree plan.
- The major-minor or broad-field major course distribution must follow the requirements set forth by the various departments, subject to any limitations and requirements noted under the bachelor's degrees and these graduation requirements or in published form issued by the various departments.
- A minimum of 25 percent of the credit hours required for the degree must be completed in residence at UTB/TSC before a degree will be conferred. In the case of undergraduate degree programs offered through joint, cooperative or consortia agreements, students must earn at least 25 percent of credits from the participating institutions. At least 15 credit hours of advanced coursework (level 3000, 4000) in the major field of study must be completed in residence. Credit by examination, credit by escrow and "tech prep" cannot be counted toward hours earned in residence.
- Students must file an application for a degree on or before the date specified on the UTB/TSC Academic Calendar (nine months prior to the expected graduation date). Applications must be filed at the Office of the Registrar at Tandy 105.
- A maximum of 45 credit hours of college credit will be accepted toward a bachelor's degree by any combination of extension, examination and correspondence credit with an 18-hour limit on correspondence credit. Exceptions: the General Education Core is transferable, and for a B.A.T. or B.A.A.S. degree, a technical block of 35 to 37 hours (of an A.A.S. degree) is transferable.
- Students should obtain an official degree audit on their official program of study one year prior to their expected graduation date to avoid graduation conflicts. An academic advisor can assist students with official degree audits.



- Students graduating with their first bachelor’s degrees may be eligible for a tuition rebate. See “Tuition Rebate Program” for more information about this opportunity.

Double Majors

Students earning bachelor’s degree may receive an additional major in a different field of study within the same degree type (Bachelor of Arts is an example of a degree type). Such students will:

- Complete all major requirements for each of the two majors within the degree type. Each major must have a minimum of 18 hours of unique coursework.
- Complete at least 25 percent of the coursework for each degree in residence, including completion in residence of at least 12 credit hours of advanced coursework (level 3000, 4000) in the major field of study for each degree
- Complete all requirements for each degree including grade point average requirements, elective courses and advanced courses as set forth in this catalog
- Select, with assistance of major advisor, which major will be listed as the first major on the diploma (Students receive only one diploma with a double major.)
- Seek advice from an academic advisor or faculty advisor at least one year prior to graduation. The degree plan will be developed by the academic advisor. Students cannot receive two separate degrees of the same degree type (e.g., two Bachelor of Arts degrees) with the same graduation date. (See sections below on “Multiple Degrees” and “Subsequent Degrees.”)

Multiple Degrees

Students may earn two bachelor’s degrees of different degree types on the same graduation date. (e.g., Bachelor of Science in Biology and Bachelor of Arts in English).

- Such students will:
 - Complete all major requirements for each of the two majors and degree types
 - Complete at least 25 percent of coursework for each degree in residence, including completion in residence of at least 12 credit hours of advanced coursework (level 3000, 4000) in the major field of study for each degree in residence
 - Complete all requirements for each degree, including grade point average requirements, elective courses and advanced courses as set forth in this catalog
- Such students:
 - Cannot use the major of one degree type for the minor or general electives of the second degree type
 - Cannot use the minor of one degree type for the major or general electives of the second degree type



- Should consult with academic advisor and faculty advisor at least one year prior to graduation. Students will be advised to do one of the following:
 - Seek a double major
 - Follow the subsequent degree route
 - Complete one degree and continue into graduate studies

Subsequent Bachelor's Degrees

Students awarded a bachelor's degree from UTB/TSC or another accredited institution may receive an additional bachelor's degree of a different major from UTB/TSC. Such students continue to be classified as undergraduates and must:

- Complete a minimum of 25 percent of the credit hours required for the subsequent degree at UTB/TSC (of which at least 12 of the advanced hours in the major field must be taken at UTB/TSC) for each bachelor's degree sought beyond the first
- Complete all requirements for the additional majors as set forth in this catalog
- Complete all requirements for the additional degrees, including grade point average requirements, elective courses and advanced courses as set forth in this catalog
- Complete requirements under the catalog in effect at the time of beginning the second degree. Additional majors and minors may not be awarded to a bachelor's degree previously earned.

Teacher Certification

To be approved for the provisional or professional teacher's certificate or other administrative certificates, students must comply with the Texas State Board of Education Rules for Teacher Education. Current copies of those rules may be obtained from the [Texas Education Agency](#) or the UTB/TSC College of Education.

Graduates who seek certification must have a minimum grade point average of 2.500. For education programs leading to Teaching Certifications, refer to the "Programs of Study" section of this catalog.

Graduate Degrees

The university currently offers 23 graduate degrees, including a Doctor of Education and Master's of Arts, Science, Education, Business and Nursing. Information regarding graduate degree programs can be found at the [Office of Graduate Studies](#) website.



PREPARATORY PROGRAMS

Dual Language Certification

The Dual Language Certification program gives students already proficient in English and Spanish the opportunity to receive formal recognition of their dual-language abilities. Certification can be completed at either the associate or bachelor's level.

Program requirements

Students must take a minimum of 15 credit hours from the Dual Language (DL) courses in the General Core Curriculum. These courses must include Spanish 2321 and 2322 (Hispanic Language and Culture I and II) or six hours of higher level Spanish courses. The remaining credit hours for certification must involve DL classes offered by departments other than the Department of Modern Languages. Students must achieve a minimum 2.8 GPA in their DL courses. Successful completion of requirements will result in degree notation and a special seal on students' diplomas.

For more information contact the [Department of Modern Languages](#) in Cardenas Hall South, Room 288, (956) 882-8246.

Military Science (ROTC)

The Department of Military Science offers courses to all students and provides the opportunity to increase their individual skills and knowledge in leadership and management techniques. Students that enroll in lower-level courses are not obligated to serve in the military. Those students with potential to serve as commissioned officers can choose to pursue a minor in military science.

The leadership and management experience gained through the ROTC benefits in civilian as well as in military service and national defense pursuits. Students in the program have the opportunity to:

- Enhance leadership and managerial potential
- Attain basic understanding of military fundamentals and national security
- Attain clear understanding of the concept of military art and science
- Develop a strong sense of personal honor, integrity and individual responsibility

Minor Requirements

The Department of Military Science offers a minor in military science to a commission officer in the active Army, Army Reserve or Army National Guard through the ROTC program.

Those students that choose to pursue a minor in military science must meet the following criteria:

- Complete four semesters of lower-level ROTC courses or have advanced credit as a veteran, USAR/ARNG Basic Training, JROTC or completed the Leadership Training Course at Fort Knox



- Pass a military physical examination
- Pass the Army Physical Fitness Test with a score of 60 points or more in each category
- Maintain a cumulative GPA of 2.0 and full-time student status
- Contract as an officer in the active Army, National Guard or Reserves
- Complete ROTC 3202 plus 16 hours of advanced military science courses. (ROTC 3401, ROTC 3402, ROTC 4401, ROTC 4403) and complete the Military History Course (HIST 4381)
- Successfully complete ROTC Leadership Assessment and Development Course (LDAC)
- Successfully complete an undergraduate degree program

Contact Information

Students interested in taking an ROTC course or pursuing a military science minor are encouraged to contact Diane Miles in the [Department of Military Science](#) at (956) 882-7621 or e-mail at rotc@utb.edu for more information.

Law School Preparation

All accredited law schools in the Texas (that is, Baylor University School of Law, Southern Methodist University Deadman School of Law, South Texas College of Law, St. Mary's University School of Law, Texas Southern University Thurgood Marshall School of Law, Texas Tech University School of Law, University of Houston Law Center, Texas Wesleyan University School of Law and The University of Texas at Austin School of Law) require applicants to have a bachelor's degree, superior grades and a satisfactory score on the Law School Admission Test (LSAT).

The Newsletter of the Pre-law Advisors National Council has stated that, while no one major is preferred by law schools, "there is a common consensus that a broad-based academic experience, well grounded in the liberal arts, provides the best preparation for law school." Pre-law students should approach their curriculum as developing a set of useful skills transferable to the law school setting. They should keep in mind that spoken and written words are the principal tools of the legal profession. Those who intend to study law must develop an excellent knowledge and grasp of the English language as well as a clear and concise style of expression. Students should seek out courses that require substantial research and writing assignments and provide critiques of those skills.

UTB/TSC strongly recommends that courses be taken in the following areas of study during the junior and senior years as the major curriculum permits: criminal justice, business (specifically, Business Law), history, philosophy (Introduction to Philosophy, ethics and logic courses), government courses (Constitutional Law: Civil Liberties; Constitutional Law: Federalism and Judicial Process), speech (especially Fundamentals of Speech); behavioral sciences courses (Applied Law (ALAW)-Civil Litigation-Advanced, Criminal Law and Procedure-advanced, Evidence, Immigration Law and Procedure, Legal Document Research and Writing and Appeals, and Brief Writing).

UTB/TSC also offers a law school preparatory class for those interested in pursuing a career as an attorney, the Filemon B. Vela Pre-law Academy (ALAW 4368), designed to help current students or UTB/TSC graduates improve their law school admission chances and law school success. The course focuses on test-taking techniques for the LSAT, law school teaching methods and an introduction to the Cameron County legal community.



Pre-law students are urged to join the Pre-law Club at UTB/TSC. Students may obtain more information regarding the Academy by visiting the [Filemon B. Vela Pre-law Academy](#) website and by contacting the Office of the Vice President for Academic Affairs at (956) 882-8975.

Academic Preparation at UTB/TSC for Health-care Graduate School

The Office of Health Professions Careers coordinates the development and management of premedical, pre-dental, pre-veterinarian, pre-physical therapy, pre-physician assistant, pre-occupational therapy and research-track school curriculum for students pursuing admission into medical, dental and other medical careers, as well as biomedical research.

All accredited graduate schools offering medical programs require applicants to have a bachelor's degree, superior grades and a satisfactory score on their graduate school admission test (e.g., MCAT, DAT, PCAT, GRE).

Although there is no set major that a pre-health students must strictly follow, it is advised that students should complete the following courses: General Biology I and II, General Chemistry I and II, Organic Chemistry I and II, College Physics I and II and English Composition I and II, along with any corresponding labs. For further Information about course schedules or recommended courses for various fields of study, students are advised to consult with the pre-health advisor. Graduate schools prefer an applicant with a strong foundation in extracurricular activities, such as involvement in pre-health clubs, community and volunteer service and also research lab experience. It is also essential for the students to gain experience in their field of interest.

Currently, several partnerships have been formed with UTB/TSC.

- Early acceptance partnerships:
 - Joint Admission Medical Program (JAMP) (The UT System)
 - Early Medical School Acceptance Program (EMSAP) (UT Medical Branch-Galveston)
 - Dental Early Acceptance Program (DEAP) (UT Health Science Center-Houston)
 - Dual-degree programs (UT Health Science Center-San Antonio)
 - Dentistry
 - Occupational therapy
 - Physical therapy
 - Bridges to graduate and professional programs
 - Physician's assistant (UT Pan American)
- Summer biomedical research programs:
 - UTB/TSC campus research support



- Summer enrichment programs
- Seminar and lecture series by health professionals
- Standardized test preparation course

The Office of Health Professions Careers strongly encourages students to keep in contact with the pre-health advisor to successfully complete the intended degree plan and accomplish their goals. For further information contact Dr. Gustavo Stern at the [Office of Health Professions Careers](#), LHSB 1.808A, (956) 882-5059.

Service Learning and the Center for Civic Engagement

Many UTB/TSC courses offer service learning activities, also known as SL, and projects in the community. Service learning is defined at UTB/TSC as any intentional, active, reflective work that students do to meet community needs. The work must relate to course goals; if an agency is involved, it cannot be a for-profit business. Service learning includes projects and activities such as internships, practica, field experiences, clinical and other service projects, as long as they fit the SL criteria established at UTB/TSC. The UTB/TSC [Center for Civic Engagement](#) is charged with facilitating service learning and community engagement projects on campus. The CCE also offers Beginning Level Service Learning Certificates for UTB/TSC students and faculty and staff members in [MyUTBTSC](#), as well as trickle-up service learning in which CCE scholars assume leadership roles in designing and executing service learning projects for interested UTB/TSC faculty members and their students.

SCHOLASTIC HONORS

Honor Student Recognitions

Each semester or term, students with noteworthy scholastic achievement are recognized by publication of the President's List and the Dean's List. In addition, UTB/TSC has two honors organizations for which excellent students may qualify, Phi Theta Kappa and Alpha Chi.

President's List

Students who earn a 4.000 semester or term grade point average and complete a full-time course load (not including developmental coursework) will be recognized on the President's List.

Dean's List

Students who earn a 3.500 to 3.999 semester or term grade point average and complete a full-time course load (not including developmental coursework) will be recognized on the Dean's List.

Phi Theta Kappa

Candidates for membership must have completed 12 semester hours of associate-degree work with a grade point average of 3.50, possess recognized qualities of leadership and be recommended by a member of the faculty. Members must maintain a 3.25 grade point average after initiation. Membership is noted on students' official transcripts. Members are recognized at UTB/TSC awards ceremony and may wear the Phi Theta Kappa gold stole and tassel at



Commencement. The purpose of the local Alpha Mu Chapter is to promote scholarship, develop leadership skills and cultivate fellowship among qualified students.

Alpha Chi

Alpha Chi, a national college scholarship honor society founded in 1922, represents the highest academic honor on any member campus. The objectives are to promote and to recognize superior scholarship and those elements of character that make for effective service. Membership in Alpha Chi is limited to no more than 10 percent of the junior and senior classes in the academic divisions of colleges and universities. Students must have at least a 3.50 overall grade point average to be invited to become members of the Texas Alpha Omicron Chapter of Alpha Chi at UTB/TSC.

Honors in Graduation

At the time of graduation, students earning a bachelor's or associate degree will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be based upon students' cumulative grade point average on all nondevelopmental undergraduate hours taken, including transfer hours. If courses have been repeated, the last grade recorded will be used in determining grade point average. Honors are as follows:

- **Summa cum laude:** 3.900-4.000
- **Magna cum laude:** 3.700-3.899
- **Cum laude:** 3.500-3.699

STUDENT RESPONSIBILITY AND DISCIPLINE

Student Responsibility

Students are expected to be informed thoroughly about the regulations and the course requirements for degrees and to inquire in case of doubt.

UTB/TSC will not be responsible if complications arise because students fail to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance of the regulation or requirement. Therefore, students should become familiar with all of the information related to their programs contained in this catalog and the "Student Handbook."

Because procedural changes and changes in regulations and requirements may be made from time to time, students should work directly with their departmental advisor concerning course requirements and options, deficiencies, course sequencing and special regulations. Requests to waive regulations or requirements should be directed in writing to the department chair and the dean of the school or college, who will notify students of their decision concerning the request.

By registering, students enter a school or college of UTB/TSC and, except in disciplinary matters, are responsible to the dean of their school or college. Deans have jurisdiction over students' programs of study and degree requirements.



Student Discipline

By enrolling, students neither lose the rights nor escape responsibilities of citizenship. All students are expected to comply with state and federal laws, The UT System Regents' Rules and Regulations, UTB/TSC regulations and instructions issued by administrative officials in the course of their duties.

When students violate the prescribed codes of conduct, disciplinary action may be initiated through the Dean of Students office.

Information about the rules of conduct, due process procedures and disciplinary penalties is published in Rule 50101 of The UT System Board of Regents' [Rules and Regulations](#) and in UTB/TSC's [Handbook of Operating Procedures](#) (H.O.O.P.), §§6.4.1 and 6.4.2. Copies of these documents are available in the Dean of Students' office. Student disciplinary information is also published in the "Student Handbook."

Unauthorized Distribution of Copyrighted Material

UTB/TSC reminds students that the unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject students to civil and criminal penalties under federal law. By July 1, 2010, the U.S. Department of Education expects to make a summary of these penalties available in its [Federal Student Aid Handbook](#)."

UTB/TSC regards the unauthorized distribution of copyrighted material to be a violation of university policies and grounds for the forms of discipline described in the "Student Handbook."



COLLEGES, SCHOOLS AND PROGRAMS

COLLEGE OF APPLIED TECHNOLOGY AND GENERAL STUDIES

Dr. Peter B. Gawenda, Interim Dean • SET-B 2.342 • (956) 882-6791

Dr. Deloria Nanze-Davis, Assistant to the Dean • ITECC C307 • (956) 882-4196

Accounting Technology Program

Maggie Solis, Faculty Advisor • EDBC 1.518 • (956) 882-6574

Hilda Flores, Program Coordinator and Advisor • EDBC 1.534 • (956) 882-7958

Applied Business Technology Department

Beatriz Castillo, Chair • EDBC 1.534 • (956) 882-8211

Hilda Flores, Program Coordinator and Advisor • EDBC 1.534 • (956) 882-7958

Applied Technologies Program

Shamina Davis, Interim Program Director • ITECC C304 • (956) 882-4203

Martin Rodriguez, Senior Academic Advisor • ITECC C501 • (956) 882-4197

Developmental Studies Program

Arlene Ready, Interim Program Director • SET-B 2.342 • (956) 882-6705

Industrial Technology Department

Daniel Garcia, Interim Chair • ITECC C303 • (956) 882-4211

Rolando Cavazos, Academic Advisor • ITECC C208 • (956) 882-4213

International Business Program

Paula Garcia, Faculty Advisor • EDBC 1.442 • (956) 882-7326

Hilda Flores, Program Coordinator and Advisor • EDBC 1.534 • (956) 882-7958

Legal Office and Paralegal Studies Program

Joseph W. Krippel, Faculty Advisor • EDBC 1.503 • (956) 882-7325



Karen Betancourt, Faculty Advisor • EDBC 1.512 • (956) 882-7526

Hilda Flores, Program Coordinator and Advisor • EDBC 1.534 • (956) 882-7958

Medical Office Technology Program

Mary Valencia, Faculty Advisor • EDBC 1.510 • (956) 882-7478

Hilda Flores, Program Coordinator and Advisor • EDBC 1.534 • (956) 882-7958

COLLEGE OF EDUCATION

Dr. Miguel Angel Escotet, Dean • Education and Business Complex • (956) 882-7220

Alternative Certification Program

Dr. Carmen Garcia-Caceres, Director • ITECC E-13 • (956) 882-4245

Child Care and Development Program

Marisela Nava, Center Manager • Raul J. Guerra Early Childhood Center • (956) 882-8238

Educational Psychology and Leadership Studies Department

Dr. Olivia Rivas, Chair • EDBC 2.208A • (956) 882-7678

Health and Human Performance Department

Dr. Zelma Mata, Chair • REK 2.610A • (956) 882-8290

Language, Literacy and Intercultural Studies Department

Dr. David Freeman, Chair • EDBC 1.308 • (956) 882-5724

Student Teaching Program

Mrs. Monica Pena, Director • EDBC 1.102B • (956) 882-5703

Teacher Preparation and Accountability Office

Dr. Gayle L. Brogdon, Associate Dean and Certification Officer • EDBC 1.102 • (956) 882-5706

Teaching, Learning and Innovation Department

Dr. Reynaldo Ramirez, Chair • EDBC 1.308 • (956) 882-7421



COLLEGE OF LIBERAL ARTS

Dr. Daniel Heimmerman, Dean • Cardenas Hall South, 246 • (956) 882-7818

Behavioral Sciences Department

Dr. Diamantina Freeberg, Chair • Cardenas Hall South, 293 • (956) 882-8225

Communication Department

Dr. Sharaf Rehman, Chair

Criminal Justice Department

Dr. Patti Ross Salinas, Chair • Cardenas Hall South, 319 • (956) 882-8993

English Department

William Harris, Chair • Cardenas Hall South, 204 • (956) 882-8239

Fine Arts Department

Dr. Sue Zanne Urbis, Chair • Eidman Hall 107A • (956) 882-7244

Government Department

Robert Angell, Chair • Cardenas Hall South, 276 • (956) 882-8890

History Department

Dr. Helmut Langerbein, Chair • Cardenas Hall South, 306 • (956) 882-8260

Modern Languages Department

Cipriano Cardenas, Chair • Cardenas Hall South, 288 • (956) 882-8246

COLLEGE OF SCIENCE, MATHEMATICS AND TECHNOLOGY

Dr. Mikhail M. Bouniaev, Dean • SET-B 2.342 • (956) 882-6701

Biological Sciences Department

Dr. Michael Lehker, Chair • LHSB 2.816A • (956) 882-5040

Chemistry and Environmental Sciences Department

Dr. Gene J. Paull, Chair • M0 1.114 • (956) 882-6691



Computer and Information Sciences Department

Dr. Juan Raymundo Iglesias, Chair • SET-B 1.550 • (956) 882-6605

Engineering Department

Dr. William Berg, Chair • SET-B 1.450A • (956) 882-6641

Mathematics Department

Dr. Jerzy K. Mogilski, Chair • SET-B 2.454 • (956) 882-6636

Mathematics and Science Academy

Edward Argueta, Principal • EDBC 2.126 • (956)882-5742

Physics and Astronomy Department

Dr. Soma Mukherjee, Interim Chair • SET-B 1.214 • (956) 882-6779

SCHOOL OF BUSINESS

Dr. Martin Shane, Dean • EDBC 2.504 • (956) 882-5804

Business Administration Department

Dr. Rafael Otero, Chair • EDBC 2.542 • (956) 882-5809

Maggie Arriaga, Program Coordinator • EDBC 1.402 • (956) 882-5800

SCHOOL OF HEALTH SCIENCES

Dr. Eldon L. Nelson, Dean • LHSB 2.402 • (956) 882-5001

Allied Health Department

Marti Flores, Chair • LHSB 2.436 • (956) 882-5011

B.A.T. Program

Dr. John McCabe, Program Director • LHSB 2.204 • (956) 882-5017

Diagnostic Medical Sonography Program

Marti Flores, Program Director • LHSB 2.436 • (956) 882-5014



Emergency Medical Science Program

Adiel Garcia, Program Director • LHSB 2.436 • (956) 882-5025

Health Professions Skills: Core Curriculum Studies

Grant Olbeter, Coordinator • LHSB 2.426 • (956) 882-5024

Medical and Health Sciences Continuing Education

Anne Rentfro, Interim Director • LHSB 2.202 • (956) 882-5132

Medical Laboratory Technology Program

Consuelo Villalon, Program Director • LHSB 2.436 • (956) 882-5047

Nursing Department

Dr. Katherine Dougherty, Chair • LHSB 2.720 • (956) 882-5071

Nursing Program, Associate Degree in

Joe R. Lacher, Program Director • LHSB 2.726 • (956) 882-5072

Nursing Program, Bachelor of Science in

Dr. Katherine Dougherty, Program Director • LHSB 2.720 • (956) 882-5071

Nursing Program, Master of Science in

Dr. Eloisa G. Tamez, Program Director • LHSB 2.732 • (956) 882-5070

Nursing Program, Vocational

Karen Fuss-Sommer, Program Director • LHSB 2.724 • (956) 882-5073

Radiologic Technology Program

Manuel Gavito, Program Director • LHSB 2.214 • (956) 882-5013

Respiratory Therapy Program

Jose Lavios, Program Director • LHSB 2.422 • (956) 882-5028



FACULTY LISTINGS

COLLEGE OF APPLIED TECHNOLOGY AND GENERAL STUDIES

Applied Business Technology Department

Janna B. Arney (2002)

Associate Professor of Applied Business Technology

- A.A.S., Texas Southmost College (1987)
- A.S., Columbus State Community College (1991)
- B.B.A., Ohio University (1992)
- M.S., Marshall University (1993)
- Ph.D., The Ohio State University (1997)

Karen Betancourt (2006)

Assistant Master Technical Instructor of Legal Studies

- B.A., The University of Texas at Austin (1991)
- J.D., University of Houston Law Center (1994)

Beatriz Castillo (1984)

*Associate Master Technical Instructor of Applied
Business Technology*

- A.A., Texas Southmost College (1976)
- B.B.A., Pan American University (1980)
- M.Ed., Pan American University (1984)

Pat Celaya (2002)

*Assistant Master Technical Instructor
Accounting Technology*

- B.B.A., The University of Texas-Pan American at
Brownsville (1986)
- CPA., Texas (1988)

Paula Garcia (2005)

*Senior Lecturer and Co-op Coordinator of International
Business*

- B.B.A., The University of Texas at Brownsville and
Texas Southmost College (1998)
- M.B.A., The University of Texas-Pan American
(2008)

Irma Saenz Jones (1977)

Professor of Applied Business Technology

- A.A., Texas Southmost College (1974)
- B.S., 1980 M.B.A., Texas Woman's University (1977)
- M.S., Corpus Christi State University (1986)
- Ed.D., University of Houston (1996)

Joseph W. Krippel (2009)

Lecturer of Applied Business Technology

- B.A., University of Kansas (1992)
- J.D., University of Houston (1998)

Maggie Solis (2002)

*Assistant Master Technical Instructor of Accounting
Technology*

- B.B.A., The University of Texas-Pan American at
Brownsville (1987)
- M.B.A., The University of Texas at Brownsville and
Texas Southmost College

Mary M. Sullivan (1971)

Associate Professor of Applied Business Technology

- B.A., Stephen F. Austin State University (1966)
- M.A., Stephen F. Austin State University (1969)

Mary B. Valencia (2006)

*Assistant Master Technical Instructor of Applied
Business Technology (Medical Office)*

- B.B.A., The University of Texas-Pan American (1988)
- Certified Medical Coder
- Certified Medical Office Manager



Angela Kaye Wolf (1998)

Assistant Master Technical Instructor of Applied Business Technology

- B.S., Fairmont State College (1994)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (2003)

Developmental Studies Department

Angelica Fuentes (2004)

Assistant Master Technical Instructor of Developmental Reading

- B.A., The University of Texas at Brownsville and Texas Southmost College (2002)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (2005)

Leslie Kimberling Jones (2001)

Associate Master Technical Instructor of Developmental Reading

- B.A., University of Houston (1993)
- B.S., The University of Texas at Brownsville and Texas Southmost College (2001)
- Ed.D., University of Houston (2005)

Elzbieta Newman (2004)

Assistant Master Technical Instructor of Developmental English

- B.A., English Teachers' Training College, Poland (1993)
- M.A., Nicolas Copernicus University, Poland (1996)

Herman Peña (2005)

Assistant Master Technical Instructor of Developmental Reading

- B.S., Texas A&M University-Corpus Christi (2000)
- M.S., Texas A&M University-Corpus Christi (2003)

Arlene Ready (2002)

Assistant Master Technical Instructor of Developmental Reading

- B.A., The University of Texas at Brownsville and Texas Southmost College (1997)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (2006)

Karen V. Rendon (2000)

Assistant Master Technical Instructor of Developmental Mathematics

- B.S., The University of Texas at Brownsville and Texas Southmost College (1997)
- M.S., Texas A&M University-Kingsville (2001)

Stanley S. Snelson (2008)

Lecturer of Developmental Reading

- B.A., The University of Texas at Austin (1991)
- M.A., Sam Houston State University (1996)

Industrial Technology Department

Jose Amieva (1995)

Assistant Master Technical Instructor of Electronic Engineering Technology

- B.S., Technical Institute of Matamoros, Mexico (1982)
- M.S., Texas A&M University-Kingsville (1993)

Michael H. Boster (1982)

Master Technical Instructor of CAD and Drafting Technology

- B.S., The University of Texas at Austin (1972)
- M.S., The University of Texas at Austin (1975)
- Doctoral studies, The University of Texas at Austin (1980-93)



Merced Cantu III (2001)*Lecturer of Automotive Repair Technology*

- Certificate of Proficiency, Texas Southmost College (1983)
- Texas Teacher Certificate, Delmar College (1988)
- Licensed Public Safety Inspector

Shamina Davis (1988)*Master Technical Instructor of Applied Technologies (HST)*

- B.S., Pan American University (1981)
- M.S., Texas A&M University-Corpus Christi (1995)

Immanuel Edinbarough (2000)*Associate Professor of Manufacturing Engineering*

- B.S., Bharathiar University, India (1981)
- B.E., Institution of Engineers, India (1984)
- M.S., Bharathiar University, India (1988)
- Ph.D., Bharathiar University, India (1996)

Jesus Galvan (1984)*Lecturer of Air Conditioning and Refrigeration Technology*

- Certificate, Texas Southmost College (1984)
- Licensed Texas AC Contractor

Daniel Garcia (2003)*Assistant Master Technical Instructor of Air Conditioning and Refrigeration Technology*

- A.A.S, Texas Southmost College (1979)
- B.B.A., Texas Pan American (1990)
- Licensed Texas AC Contractor

Jaime R. Garza (1981)*Master Technical Instructor of CAD and Drafting Technology*

- Certificate, Bates Technical College (1970)
- A.A.S., Tacoma Community College (1972)
- B.A., University of Puget Sound (1974)
- M.S., Corpus Christi State University (1983)

Felipe Paredes (2003)*Lecturer of Construction Technology*

- Certificate, Texas Southmost College (1986)
- A.A.S, Texas Southmost College (2006)

Daniel Tamez (1984)*Assistant Master Technical Instructor of Automotive Repair Technology*

- Specialized Vocational Training (1983)

Maria Elena Valdes-Corbeil (2007)*Associate Professor of Applied Technologies*

- B.A., Florida International University (1992)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1999)
- Ed.D., University of Houston (2005)

Charles Wagner (2004)*Lecturer of Construction Technology-Electrical*

- Texas Master License-Electrical (1978)
- Texas Master License-Air Conditioning (1993)

David Zamora (2000)*Lecturer of Auto Body Repair Technology*

- Certificate, Texas Southmost College (1977)

Military Science Department**Maricela Alvarado** (2008)*Director for Military Science
Lieutenant Colonel, U.S. Army***Roberto Guenaga** (2008)*Assistant Professor of Military Science
Captain, U.S. Army***Eva Bratsch** (2009)*Assistant Professor of Military Science
Captain, U.S. Army*

COLLEGE OF EDUCATION

Child Care and Development Program

Leticia Diaz (1984)

Associate Master Technical Instructor of Child Care and Development

- A.A.S., Texas Southmost College (1981)
- B.S., Corpus Christi State University (1985)

Vejoya Viren (2003)

Assistant Professor of Child Development

- B.A., University of North Bengal, India (1988)
- M.A., University of Delhi, India (1991)
- Ph.D., Virginia Polytechnic Institute and State University (2003)

Educational Psychology and Leadership Studies Department

Chuey Abrego (2001)

Assistant Professor of Educational Leadership

- B.S., The University of Texas-Pan American (1990)
- M.Ed., Southwest Texas State University (1997)
- Ed.D., The University of Texas-Pan American (2008)

Michelle Abrego (1991)

Associate Professor of Educational Leadership

- B.S., Michigan State University (1981)
- M.A., Michigan State University (1982)
- M.Ed. Texas A&M University-Corpus Christi (1990)
- Ed.D., The University of Texas at Austin (1996)

Steven Chamberlain (1999)

Associate Professor of Special Education

- B.A., The University of Texas at Austin (1985)
- M.Ed., The University of Texas at Austin (1989)
- Ph.D., The University of Texas at Austin (1999)

Mary Grace Curtis (1994)

Associate Professor of Special Education

- B.S., Southern Illinois University (1978)
- M.A., Southern Illinois University (1980)
- Ph.D., University of Illinois (1993)

Leticia Diaz (1984)

Associate Master Technical Instructor of Early Childhood Education

- A.A., Texas Southmost College (1981)
- B.S., Corpus Christi State University (1985)
- M.Ed., The University of Texas Brownsville (2007)

Georgianna Marie Duarte (1994)

Professor of Early Childhood Education and Child Care and Development

- B.A., Georgia State University (1980)
- M.A., Edinoboro State University (1982)
- Ph.D., Pennsylvania State University (1986)

Jaime H. Garcia (1998)

Associate Professor of Educational Psychology

- B.A., San Jose State University (1980)
- M.Ed., The University of Texas at Austin (1990)
- Ph.D., University of Georgia (1995)

James Jackson (2009)

Assistant Professor of Counseling and Guidance

- A.A., Northeast Mississippi Community College (1989)
- B.M.Ed., University of North Alabama (1997)
- M.A., University of North Alabama (2003)
- ABD., University of Alabama (2009)

Alma G. Leal (1988)

Professor of Counseling and Guidance

- B.S., Pan American University (1973)
- M.Ed., Pan American University (1974)
- Ed.D., East Texas State University (1980)



Terry Overton (2008)

Professor of Special Education

- B.S., Texas Woman's University (1973)
- M.Ed., Texas Woman's University (1977)
- Ed.D., Texas Woman's University (1985)

Olivia Rivas (1979)

Professor of Counseling and Guidance

- B.A., Pan American University (1970)
- M.Ed., Pan American University (1974)
- Ed.D., East Texas State University (1978)

Ana Rodriguez-Garcia (2008)

Assistant Professor of Early Childhood Education

- B.S., Texas A&M University (1997)
- M.A., Houston Baptist University (2003)
- Ph.D., The University of Texas at Austin (2009)

Janet Shefelbine (2003)

Assistant Professor of Educational Leadership

- B.S., Concordia College (1964)
- M.S., University of Michigan (1967)
- M.A., Stanford University (1983)
- Ph.D., The University of Texas at Austin (1997)

John A. Sutterby (2001)

Associate Professor of Early Childhood Education

- B.S., The University of Texas at Austin (1989)
- M.Ed., The University of Texas at Austin (1996)
- Ph.D., The University of Texas at Austin (2002)

Andres N. Vallado (1992)

Associate Professor of Educational Leadership

- B.S., University of Corpus Christi (1961)
- M.A., Texas A&I University (1964)
- Ed.D., University of Houston (1974)

Vejoya Viren (2003)

Assistant Professor of Early Childhood Education and Child Care and Development

- B.A., University of North Bengal, India (1989)
- M.A., University of Delhi, India (1991)
- Ph.D., Virginia Polytechnic Institute and State University (2009)

Yan Yang (2009)

Assistant Professor of Educational Psychology

- B.A., Sichuan University, China (1999)
- M.A., Southwest Jiaotong University, China (2004)
- Ph.D., Oklahoma State University (2009)

Selma Yznaga (2002)

Associate Professor of Counseling and Guidance

- B.S.Ed., Southwest Texas State University (1987)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1994)
- Ph.D., St. Mary's University (2000)

Health and Human Performance Department

Gayle L. Brogdon (1978)

Associate Professor of Health and Human Performance

- B.S., East Texas State University (1965)
- M.Ed., East Texas State University (1966)
- Ed.D., North Texas State University (1972)

Phillip K. Conatser (2005)

Assistant Professor of Health and Human Performance

- B.S., West Texas A&M University (1989)
- M.Ed., Texas Tech University (1991)
- Ph.D., University of Virginia-Charlottesville (1999)

Gonzalo Garza (2008)

Field-based Teaching Specialist of Health and Human Performance

- B.S., The University of Texas at Brownsville and Texas Southmost College (2000)
- M.S., The University of Texas-Pan American (2005)



Susan Hart (2001)*Associate Professor of Health and Human Performance*

- B.S., Southwestern University (1984)
- M.Ed., Tarleton State University (1990)
- Ph.D., Texas A&M University (1996)

Eric James (2009)*Assistant Professor of Health and Human Performance*

- B.A., St. John Fisher College (1988)
- M.S., University of Houston (2006)
- ABD, Pennsylvania State University (2009)

Murat Karabulut (2008)*Assistant Professor of Health and Human Performance*

- B.S., Middle East Technical University, Turkey (1997)
- M.S., University of Tennessee (2004)
- Ph.D., University of Oklahoma (2008)

Christopher M. Ledingham (2007)*Assistant Professor of Community Health Education*

- B.C.H., New Mexico State University (2001)
- M.P.H., New Mexico State University (2004)
- Ph.D., Texas A&M University (2006)

Jack L. Loff (1985)*Assistant Professor of Health and Human Performance*

- B.S., Pan American University (1970)
- M.Ed., Pan American University (1974)
- M.S., Pan American University (1982)

Zelma D. Mata (1978)*Associate Professor of Health and Human Performance*

- B.S., Pan American University (1977)
- M.Ed., Pan American University (1978)
- Ed.D., University of Houston (1993)

David K. Wittenburg (2005)*Associate Professor of Health and Human Performance and Exercise Science*

- B.S., Angelo State University (1984)
- M.Ed., Texas State University (1994)
- Ph.D., Texas A&M University (2000)

Language, Literacy and Intercultural Studies Department**Kathy Bussert-Webb** (2000)*Associate Professor of Literacy*

- B.A., Indiana University (1984)
- M.A., Indiana University (1989)
- Ph.D., Indiana University (1997)

Miguel Angel Escotet (2008)*Professor of Intercultural Studies and Research*

- M.A., The University of Texas at Austin (1969)
- Ph.D., University of Nebraska (1972)

David Freeman (2005)*Professor of Literacy*

- B.A., Dartmouth College (1966)
- M.A., Stanford University (1967)
- M.A., The University of Arizona (1982)
- Ph.D., The University of Arizona (1987)

Yvonne S. Freeman (2005)*Professor of Bilingual and ESL Education*

- B.A., University of California-Santa Barbara (1966)
- M.A., Stanford University (1967)
- M.A., The University of Arizona (1984)
- Ph.D., The University of Arizona (1987)

Janet Martinez (2008)*Field-based Teaching Specialist of Teacher Education*

- B.S., The University of Texas at Brownsville and Texas Southmost College (2001)
- M.S., The University of Texas-Pan American (2003)
- Ph.D., Walden University (2008)



Sandra Mercuri (2007)*Assistant Professor of Bilingual and ESL Education*

- M.A., Fresno Pacific University (2000)
- Ph.D., University of California at Davis (2007)

Kerry G. McArthur (2009)*Assistant Professor of Literacy*

- B.S., Texas Tech University (1979)
- M.A., University of Houston (2000)
- Ph.D., The University of Arizona (2007)

Paula Parson (1985)*Professor of Literacy*

- B.A., Central Washington University (1966)
- M.Ed., Pan American University (1982)
- Ph.D., The University of Texas at Austin (1992)

Elva Cerda-Perez (1993)*Associate Professor of Bilingual and ESL Education*

- B.S., Corpus Christi State University (1976)
- M.S., Corpus Christi State University (1981)
- Ed.D., Texas A&I University-Kingsville (1990)

Alma D. Rodriguez (2004)*Assistant Professor of Bilingual and ESL Education*

- B.A., The University of Texas at Brownsville and Texas Southmost College (1995)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1997)
- Ph.D., University of Houston (2003)

Graciela P. Rosenberg (1981)*Professor of Bilingual and ESL Education*

- B.A., Goddard College (1970)
- M.A., Middlebury College (1972)
- M.A., University of Vermont (1976)
- Ed.D., Texas A&I University (1981)

Renee Rubin (1998)*Associate Professor of Literacy*

- B.J., University of Missouri (1976)
- M.A., New Mexico State University (1986)
- Ed.D., University of Houston (2003)

Teaching, Learning and Innovation Department**Janice W. Butler** (2006)*Assistant Professor of Educational Technology*

- B.B.A., East Texas State University (1977)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1997)
- Ed.D., University of Houston (2007)

Joseph R. Corbeil (1998)*Associate Professor of Educational Technology*

- B.S., The University of Texas-Pan American (1982)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1997)
- Ed.D., University of Houston (2003)

Carmen Garcia-Caceres (2005)*Field-based Teaching Specialist of Teacher Education*

- B.A., Sienna Heights College (1970)
- M.S., California State University (1975)
- Ed.D., University of San Francisco (1981)

Roman Garcia de Alba (2009)*Assistant Professor of Educational Research*

- B.A., Texas A&M University (2000)
- Ph.D., Texas A&M University (2006)

Robin Garrett (2004)*Lecturer of Teacher Education*

- B.S., Pan American University (1979)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (1983)



Laura Jewett (2009)*Assistant Professor of Curriculum Studies*

- B.A., Oklahoma State University (1997)
- M.S., Oklahoma State University (2000)
- Ph.D., Louisiana State University (2006)

Bobbette M. Morgan (2000)*Professor of Curriculum Studies*

- B.S., Ferris State University (1972)
- M.A., Central Michigan University (1981)
- Ed.D., University of Southern California (1987)

Cheng-Chang “Sam” Pan (2004)*Assistant Professor of Educational Technology*

- B.Ed., National Changhua University of Education, Taiwan (1995)
- M.A., University of Central Florida (2000)
- Ph.D., University of Central Florida (2003)

Eli Eric Peña (1974)*Associate Professor of Science Education*

- B.S., Pan American University (1972)
- M.S., Pan American University (1974)
- Ph.D., The University of Texas at Austin (1990)

Monica Peña (2002)*Lecturer of Teacher Education*

- B.A., Pan American University (1986)
- M.A., The University of Texas at Brownsville and Texas Southmost College (1990)

Reynaldo Ramirez Jr. (1996)*Associate Professor of Science Education*

- B.S., Pan American University (1973)
- M.S., Pan American University (1986)
- Ed.D., University of Houston (1986)

Suniti Sharma (2009)*Assistant Professor of Curriculum Studies*

- B.A., University of Delhi, India (1975)
- M.A., University of Delhi, India (1977)
- Ph.D., Purdue University (2009)

Audra Skukauskaite (2007)*Associate Professor of Educational Research*

- B.A., Klaipeda University, Lithuania (1996)
- M.A., Fresno Pacific University (1998)
- M.A., University of California-Santa Barbara (2005)
- Ph.D., University of California-Santa Barbara (2006)

Michael J. Sullivan (1996)*Associate Professor of Educational Technology*

- B.A., University of San Francisco (1973)
- M.Ed., The University of Texas at El Paso (1975)
- Ph.D., The University of Texas at Austin (1993)

Sonja Varbelow (2007)*Field-based Teaching Specialist of Teacher Education*

- M.A., Humboldt University at Berlin, Germany (1990)
- Texas Teacher Certification for English and ESL (1995)
- German Foreign Language Certificate (1999)

Zhidong Zhang (2009)*Assistant Professor of Educational Research*

- B.A., Harbin Medical University, China (1986)
- M.A., University of Illinois at Chicago (1992)
- Ph.D., McGill University (2007)



COLLEGE OF LIBERAL ARTS

Behavioral Sciences Department

William C. Davis (1975)

Associate Professor of Psychology

- B.A., The University of Texas at Austin (1970)
- M.Ed., Pan American University (1975)
- Ed.D., East Texas State University (1982)

Diamantina Freeberg (1979)

Associate Professor of Psychology

- B.A., Our Lady of the Lake College (1967)
- M.A., 1977 Ed.D., University of Tulsa (1969)

Deborah Huerta (2001)

Assistant Professor of Psychology

- B.A., Stephen F. Austin State University (1988)
- M.S., St. Mary's University (1992)
- Psy.D., Our Lady of the Lake University (1998)

Matthew Johnson (1999)

Associate Professor of Psychology

- B.S., Northwest Missouri State University (1991)
- M.S., Emporia State University (1993)
- Ph.D., Texas Technical College (1998)

Sherry McCullough (1991)

Associate Professor of Sociology

- B.A., University of Oklahoma (1965)
- M.S.W., University of Oklahoma (1987)
- Ph.D., University of Oklahoma (1965)

Leslie B. Meyer (2009)

Assistant Professor of Sociology

- B.A., Texas A&M University-Kingsville (2004)
- M.S., Texas A&M University-Kingsville (2006)

Jared Montoya (2005)

Assistant Professor of Psychology

- B.S., Brigham Young University (1998)
- M.S., Brigham Young University (2004)
- Ph.D., Brigham Young University (2005)

Scott Reid (1999)

Associate Professor of Sociology

- B.A., Kent State University (1989)
- M.A., Kent State University (1991)
- Ph.D., Kent State University (1999)

Luis Rodriguez-Abad (1995)

Associate Professor of Sociology

- B.A., Wheaton College (1960)
- Ph.D., Syracuse University (1969)

Virginia Voltaggio Wood (1971)

Professor of Psychology

- B.A., Webster University (1966)
- M.A., St. Mary's University (1971)
- Ed.D., University of Houston (1992)

William Yaworsky (2005)

Assistant Professor of Anthropology

- B.S., Weber State College (1985)
- M.A., University of Nevada (1993)
- Ph.D., University of Oklahoma (2002)

Communication Department

Judy Burst (2007)

Lecturer of Communication

- B.A., University of Central Oklahoma (1989)
- M.S., University of Louisiana at Lafayette (1991)

Donna Burnside (2008)

Assistant Master Technical Instructor of Communication

- B.A., Mississippi Valley State University (2001)
- M.A., The University of Akron (2003)



John Cook (2004)*Associate Professor of Communication*

- B.S., Louisiana State University (1974)
- M.A., Louisiana State University (1975)
- Ph.D., North Texas State University (1982)

Lou Falk (2005)*Associate Professor of Communication*

- B.A., University of New Orleans (1988)
- M.A., University of New Orleans (1989)
- Ph.D., University of Southern Mississippi (1990)

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- B.A., University of Houston (1970)
- M.A., University of Houston (1972)
- Ph.D., The University of Texas at Austin (1976)
- Institute for Educational Management, Harvard University (1995)

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- M.A., The University of Texas-Pan American (1996)
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- B.A., University of Wisconsin-Eau Claire (1981)
- M.A., Western Michigan University (1983)

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- B.A., Royal University of Lund, Sweden (1971)
- M.A., Uppsala University, Sweden (1973)
- M.A., Royal University of Lund, Sweden (1977)
- M.Ed., Bowling Green State University (1981)
- Ed.S., The University of Toledo (1984)
- M.B.A., West Texas State University (1986)
- Ph.D., Bowling Green State University (1987)

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- B.A., Abilene Christian University (1977)
- M.S., University of North Texas (1978)
- Ph.D., The University of Arizona (1985)

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- Ph.D., Louisiana State University (2005)

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- M.S., Eastern Kentucky University (1999)
- Ph.D., University of Cincinnati (2004)

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- Ph.D., Sam Houston State University (1997)

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- J.D., University of Missouri Columbia School of Law (1980)
- Ph.D. Sam Houston State University (2005)

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- M.A., Texas A&I University (1974)
- Ed.D., Texas A&I University (1983)

Charles Dameron (1985)

Professor of English

- B.A., Duke University (1970)
- M.A., The University of Texas at Austin (1973)
- Ph.D., The University of Texas at Austin (1984)

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- A.A., Texas Southmost College (1981)
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- M.A., The University of Texas at Brownsville and Texas Southmost College (1995)



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James Frost (2009)*Associate Professor of English*

- B.A., Governor's State University (1983)
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- B.A., State University of New York-Binghamton (1976)
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- Ed.D., Harvard University (1993)

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- B.A., Austin College (1963)
- M.A., San Francisco State University (1965)
- Ph.D., University of Iowa (1986)

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- M.A., Pan American University (1983)

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- B.S., St. Cloud State University (1980)
- M.A., Northern Arizona University (1988)
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- B.A., University of Dacca, Bangladesh (1976)
- M.A., University of Dacca, Bangladesh (1978)
- Ph.D., Oklahoma State University (1989)

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- M.A., Oklahoma State University (1989)
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- M.A.T., University of West Florida (1981)

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- B.A., Corpus Christi State University (1993)
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- Royal Northern College of Music, U.K. (2004)
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- B.M.Ed., Sam Houston State University (1973)
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- M.M., Baylor University (1999)
- D.M.A. Baylor University (2004)

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- Ph.D., Florida State University (2006)

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- M.F.A., University of South Florida (1976)

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- M.M., University of Louisiana-Monroe (1981)
- D.M.A., The University of Arizona (1996)

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- B.M., Eastern Illinois University (1998)
- M.M., 2005 D.M.A., University of Nevada-Las Vegas (2001)



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- M.A.I.S. The University of Texas at Brownsville and Texas Southmost College (2005)

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- B.M., University of North Texas (1980)
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- B.M., Shorter College (1989)
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- D.M.A., University of Alabama (2000)

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- M.Ed., Towson State University (1974)
- M.F.A., Allende Institute, Mexico (1980)

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- B.A., Olivet Nazarene College (1969)
- M.M.Ed., Vandercook College of Music (1973)
- M.A., Eastern Illinois University (1980)

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- B.M.E., Indiana University (1980)
- M.M.Ed., University of North Texas (1987)

Richard Urbis (1985)*Associate Professor of Music*

- B.M., Corpus Christi State University (1975)
- M.M., The Juilliard School of Music (1977)
- Artist Diploma, The Juilliard School of Music (1978)

Sue Zanne Williamson Urbis (1995)*Associate Professor of Music*

- B.M.Ed., Sam Houston State University (1977)
- M.A., Corpus Christi State University (1981)
- Ph.D., The University of Arizona (1995)

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- M.Ed., Southwest Texas State University (1976)

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- M.P.A., Southwest Texas University (1974)
- J.D., The University of Texas at Austin (1979)
- Ph.D., The University of Texas at Austin (1980)

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- B.A., Louisiana State University (1980)
- M.P.A., California State University-Long Beach (1986)
- Ph.D., Portland State University (2000)

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- M.A., University of Central Oklahoma (1990)
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Adrian S. Petrescu (2004)*Assistant Professor of Government*

- M.S., Technical University of Bucharest, Romania (1989)
- M.A., National School of Political and Administrative Studies, Romania (1993)
- Ph.D., University of Pittsburgh (2003)

John S. Robey (1996)*Professor of Government*

- B.S., University of Southern Mississippi (1963)
- M.A., University of Southern Mississippi (1967)
- Ph.D., University of Georgia (1970)

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- M.A., University of Berlin, Germany (1975)
- Ph.D., Martin Luther University at Halle-Wittenberg, Germany (1985)
- Ph. D., Humboldt University, Germany (1990)

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- B.A., Temple University (1973)
- M.A., Temple University (1976)
- Ph.D., The University of Texas in Austin (1980)

History Department**William L. Adams** (1989)*Professor of History*

- B.A., Central Oklahoma State University (1966)
- M.A., University of North Dakota (1973)
- M.A., State University of New York-Binghamton (1978)
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- B.A., Texas Tech University (1986)
- M.A., Hardin-Simmons University (1990)
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- B.A., Tulane University (1985)
- M.A., University of North Carolina (1991)
- M.A., Indiana University (1997)
- Ph.D., Indiana University (2003)

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- B.A., Southern Methodist University (1967)
- M.A., North Texas State University (1971)
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- B.S., The University of Texas at Austin (1962)
- M.A., University of California at Berkeley (1966)
- Ph.D., University of California at Berkeley (1970)

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- B.A., De Pauw University (1957)
- M.A., Ph.D., Boston University (1960)
- Ph.D., Boston University (1968)

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- B.A., College of St. Thomas (1962)
- B.A., M.A.T., College of St. Thomas (1963)
- M.A., University of Minnesota (1966)
- Ph.D., Texas Tech University (1973)



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Assistant Professor of History

- B.A., University of California-Santa Barbara (1994)
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-

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- B.A., University of New Mexico (1999)
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- M.A., Autonomous University of Barcelona, Spain (1998)
- M.A., State University of New York-Binghamton (2005)
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- M.A., Syracuse University (1990)
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Ana del Rosario Peña-Oliva (2002)

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- B.A., University of Barcelona, Spain (1992)
- M.A., University of Barcelona, Spain (1992)
- Ph.D., University of Leon, Spain (2008)

Lucy García Willis (1973)

Professor of Spanish

- B.A., Southwest Texas State University (1970)
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- Ph.D., The University of Texas at Austin (1988)

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- M.D., Autonomous University of Tamaulipas, Mexico (1984)
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- Ph.D., Autonomous University of Tamaulipas, Mexico, and University of Granada, Spain (2009)

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Professor of Biological Sciences

- M.D., University of the Eastern Republic, Uruguay (1979)
- Ph.D., University of Calgary, Canada (1989)

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- M.S., Moscow Institute, Russia (1985)
- Ph.D., Engelhardt Institute of Russian Academy of Science (2000)
- Postdoctoral Fellowship, The University of Texas School of Public Health, Brownsville (2005)

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- M.D., Superior Institute of Medical Sciences at Havana, Cuba (1994)
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- B.S., Texas A&M University (1989)
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- B.A., University of Osaka, Japan (1976)
- M.A., University of Osaka, Japan (1978)
- Ph.D., University of Osaka, Japan (1981)
- Ph.D., Rutgers University (1984)
- Postdoctoral Fellow, University of California (1985)

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- M.S. Moscow Institute, Russia (1985)
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- Ph.D., Heidelberg University, Germany (1998)
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- B.S. The University of Texas at El Paso (1983)
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- B.S., St. John's University (1989)
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- Teacher Certification, North Texas State University (1977)
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- M.S., Autonomous National University of Mexico (1987)
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- A.D.N., Texas Southmost College {1992}

Dianna Garcia-Smith {2008}

Assistant Professor of Master of Science in Nursing

- B.S., Houston Baptist University {1973}
- M.S., Arizona State University {1983}
- Ph.D., The University of Arizona {2007}

Edna Garza-Escobedo {2005}

Senior Lecturer of Bachelor of Science in Nursing

- B.S.N., Texas Woman's University {1961}
- M.S.N., Texas Woman's University {1973}
- Ph.D., The Ohio State University {1993}

Sharon Helsley-McGinley {1993}

Assistant Professor of Associate Degree Nursing

- B.S.N., The University of Texas at Arlington {1989}
- M.S.N., The University of Texas Health Science Center at Houston {1992}

Ofelia Hess {2001}

Technical Instructor of Vocational Nursing

- Certificate, Texas Southmost College {1970}
- A.A.S., Texas Southmost College {1989}
- B.S.N., The University of Texas at Brownsville and Texas Southmost College {2007}

Antonio Jayoma {2008}

Assistant Master Technical Instructor of Associate Degree Nursing

- B.S.N., University of Saint Thomas, College of Nursing {1987}
- M.S.P.H.N, The University of Texas at Brownsville and Texas Southmost College {2003}
- M.B.A., The University of Texas at Brownsville and Texas Southmost College {2006}

Joe R. Lacher {1988}

Associate Professor of Associate Degree Nursing

- LPN, State School of Science {1965}
- A.D.N., Dickinson State, North Dakota {1970}
- B.S.N., Pan American University {1984}
- M.S.N., Corpus Christi State University {1988}

Linda MacDonald {1996}

Assistant Professor of Associate Degree Nursing

- A.D.N., Illinois Central College {1973}
- B.A.N., Sangamon State University {1978}
- M.S., Northern Illinois University {1985}

Virginia Maldonado-Maxwell {1997}

Associate Master Technical Instructor of Nursing

- B.S.N., The University of Texas at El Paso {1979}

Ava S. Miller {1995}

Professor of Bachelor of Science in Nursing

- Diploma, Providence Hospital School of Nursing {1967}
- B.A., Oakland University {1973}
- M.Ed., Pan American University {1984}
- M.N., University of Phoenix {1995}
- Ed.D., University of Houston {1997}



Nora Montalvo-Liendo (1999)

Assistant Professor of Associate Degree Nursing

- A.D.N., Texas Southmost College (1993)
- B.S.N., The University of Texas at Brownsville and Texas Southmost College (2001)
- M.S.P.H.N., The University of Texas at Brownsville and Texas Southmost College (2003)
- Ph.D., The University of Texas Health Science Center at Houston (2009)

Dania Ochoa (2005)

Assistant Professor of Associate Degree Nursing

- A.A.S., Texas Southmost College (1997)
- B.S.N., The University of Texas at Brownsville and Texas Southmost College (2002)
- M.S.N., The University of Texas at Brownsville and Texas Southmost College (2005)

Elida A. Peña (2009)

Assistant Master Technical Instructor of Associate Degree Nursing

- A.D.N., Texas Southmost College (1999)
- B.S.N., The University of Phoenix (2006)
- M.S.N., The University of Texas at Brownsville and Texas Southmost College (2009)

Anne Rentfro (1990)

Associate Professor of Bachelor of Science in Nursing

- B.S.N., University of Rochester (1974)
- M.S.N., The University of Texas at Austin (1982)

Sally Roach (1990)

Associate Professor of Bachelor of Science in Nursing

- A.A.S., Pan American University (1979)
- B.S.N., Pan American University (1986)
- M.S.N., The University of Texas Health Science Center at San Antonio (1993)

Kathleen Sheldon (2007)

Assistant Master Technical Instructor of Associate Degree Nursing

- Diploma in Nursing, Charity Hospital School of Nursing (1969)
- B.S.N., Louisiana State University-New Orleans (1973)
- M.S.N., The University of Colorado School of Nursing (1974)

Lita Silva (2008)

Assistant Master Technical Instructor of Associate Degree Nursing

- B.S.N., Incarnate Word College (1977)
- M.S.N., The University of Texas-Pan American (1996)

Luz M. Silva (2005)

Assistant Master Technical Instructor of Vocational Nursing

- LVN, Texas Southmost College (1983)
- A.D.N., New Mexico Highlands University (1986)
- B.S.N., The University of Texas at Brownsville and Texas Southmost College (2004)
- M.S.N., The University of Texas at Brownsville and Texas Southmost College (2008)

Norma Silva (2002)

Technical Instructor of Associate Degree Nursing

- LVN, J.T. Canales School of Vocational Nursing (1964)
- A.D.N., Pan American University (1972)
- B.S.N., Pan American University (1985)
- M.S.N., University of Phoenix (2004)



Eloisa G. Tamez (2004)*Associate Professor of Master of Science in Nursing*

- Nursing Diploma, St. Mary's School of Nursing-Galveston (1956)
- B.S.N., Incarnate Word College (1968)
- M.S.N., The University of Texas at System School of Nursing at San Antonio (1973)
- Ph.D., The University of Texas at Austin (1985)

Beatriz von Ohlen (2003)*Assistant Master Technical Instructor of Associate Degree Nursing*

- A.A.S., Waubensee Community College (1974)
- B.S.N., The University of Texas at Brownsville and Texas Southmost College (1997)

Janet Williams (1998)*Associate Master Technical Instructor of Vocational Nursing*

- A.D.N., Methodist Medical Center School of Nursing (1975)
- B.S.N., The University of Texas-Pan American (1991)
- M.S.N., The University of Texas at Brownsville and Texas Southmost College (2006)

INSTRUCTIONAL SUPPORT**Douglas M. Ferrier**, M.L.S.*Dean of Instructional Support***Mabel Hockaday**, M.L.S.*Public Services***Librarians****Hilary V. Frazier***Librarian*

- B.S., University of New Mexico
- M.L.I.S., The University of Texas at Austin
- J.D., University of Oregon School of Law

John Hawthorne*Librarian and University Archivist*

- B.A., The University of Texas at Austin
- M.L.I.S., The University of Texas at Austin

Bashir Ali Khan Tiwana*Librarian*

- B.A., University of Punjab, Pakistan
- Advanced Arabic Language Certificate, Imam Muhammad Ibn Saud Islamic University, Saudi Arabia
- M.A., University of New South Wales, Australia
- Diploma, University of New South Wales, Australia
- M.A., University of Karachi, Pakistan
- Diploma, University of the Punjab, Pakistan

Mark Williams*Librarian*

- B.A., Wichita State University
- M.L.I.S., The University of Texas at Austin

Jingshan Xiao*Librarian*

- B.A., Hebei University of Economics and Business, China
- M.A., Emporia State University
- M.L.I.S., Central Missouri State University

Librarians (M.L.I.S.)**Joel H. Chirinos** (M.L.I.S., University of North Texas)**Justin T. Lawrence** (M.L.I.S., University of North Texas)**Ezequiel Melgoza** (M.L.I.S., University of North Texas)**Annabel Trevino** (M.L.I.S., University of North Texas)**Samantha I. Wheat** (M.L.I.S., Texas Woman's University)**Librarians in Training (M.L.I.S)****Raquel Estrada** (M.L.I.S., anticipated graduation summer 2009, University of North Texas)**Liliana Galindo** (M.L.I.S., anticipated graduation summer 2009, University of North Texas)

STUDENT SUCCESS CENTER

Beatriz Becerra-Barckholtz

Director

Thelma Gonzalez-Sullivan

Assistant Director

- B.S., University of Monterrey, Mexico
- M.Ed., University of Houston

Robert Phaneuf

Counselor

- B.A., University of Northern Colorado
- M.Div., Golden Gate Baptist Theological Seminary

Frank Coulson

Counselor

- B.A., University of Northern Colorado
- M.Ed., The University of Texas at Brownsville and Texas Southmost College
- M.Div., Trinity Evangelical Divinity School



GOVERNANCE AND ADMINISTRATION

THE UNIVERSITY OF TEXAS SYSTEM BOARD OF REGENTS

Regent	Hometown	Term Expiration
Francie A. Frederick (General Counsel)	Austin	n/a
Colleen McHugh (Vice Chairman)	Dallas	February 2011
Janiece Longoria (Vice Chairman)	Houston	February 2011
R. Steven "Steve" Hicks	Austin	February 2011
Kyle J. Kalkwarf (Student Regent)	San Antonio	May 2011
James D. Dannenbaum	Houston	February 2013
Paul L. Foster (Chairman)	El Paso	February 2013
Printice L. Gary	Dallas	February 2013
James R. Huffines	Austin	February 2015
Wm. Eugene "Gene" Powell	San Antonio	February 2015
Robert L. Stillwell	Houston	February 2015

TEXAS SOUTHMOST COLLEGE BOARD OF TRUSTEES

Trustee	Term Expiration
David G. Oliveira (Chair)	May 2012
Roberto Robles, M.D. (Secretary)	May 2012
Adela Garza	May 2014
Rene Torres	May 2014
Robert A. Lozano, M.D., Ph.D.	May 2016
Juan "Trey" Mendez III, J.D	May 2016
Francisco "Kiki" Rendon	May 2016



ADMINISTRATIVE OFFICERS

President

Juliet V. García

B.A., M.A., University of Houston

Ph.D., The University of Texas at Austin

Provost

Alan F.J. Artibise

B.A. (First Class), University of Manitoba

Ph.D., University of British Columbia

Associate Provost

Antonio N. Zavaleta

A.A., Texas Southmost College

B.A., M.A., Ph.D., The University of Texas at Austin

Vice Presidents

Luis Colom

Vice President for Research

M.D., Ph.D., University of the Eastern Republic, Uruguay

Irv Downing

Vice President for Economic Development and Community Services

B.A., State University of New York College at Fredonia

M.A., The University of Texas at San Antonio

Clair Goldsmith

Chief Information Officer

B.S.E.E., M.S.E.E., Ph.D. Southern Methodist University

Rosemary Martinez

Vice President for Business Affairs

B.B.A., Pan American University at Brownsville

CPA, State of Texas



Ruth Ann Ragland

Vice President for Institutional Advancement

B.A., University of Arkansas

M.A., University of New Mexico

Ph.D., University of North Texas

Hilda Silva

Vice President for Student Affairs

B.S., M.Ed., Pan American University

Ed.D., University of Houston

College and School Deans**Mikhail M. Bouniaev**

Dean, College of Science, Mathematics and Technology

M.S. in Mathematics from Moscow Pedagogical State Institute, Russia

Ph.D. in Mathematics from Moscow Institute of Electrical Engineering, Russia

S.D. (Doctor of Science), from Moscow Pedagogical State University, Russia

Daniel Heimmerman

Dean, College of Liberal Arts

B.A., University of Wisconsin-Oshkosh

M.A., Ph.D., Marquette University

Peter G. Gawenda

Dean, College of Applied Technology and General Studies

Certificate Interpreter (II) FRG

Diploma, Leadership Academy, Germany

B.S., University of Maryland

M.S., Troy State University

Ed.D., University of Houston

Miguel Angel Escotet

Dean, College of Education

M.A., The University of Texas at Austin

Ph.D., University of Nebraska, Lincoln

Eldon L. Nelson

Dean, School of Health Sciences

M.A., B.S., B.A., East Carolina University

Ph.D., University of Florida



Rafael Otero

Interim Dean, School of Business

A.A., Texas Southmost College

M.B.A., The University of Texas at San Antonio

B.A., Ph.D., The University of Texas-Pan American

Other Deans**Douglas Ferrier**

Dean, Instructional Support

B.A., The University of Texas at Austin

M.A., The University of Texas at Arlington

M.L.S., University of North Texas

Mari Fuentes-Martin

Dean, Students

B.A., M.S., Notre Dame University

Ed.D., Texas A&M University-Corpus Christi

James Holt

Dean, Workforce Training and Continuing Education

B.A., University of Missouri

M.B.A., Southern Illinois University

M.S.S.C.T., The University of Texas at Austin

Charles Lackey

Dean, Graduate Studies

B.A., The University of Texas at Arlington

M.S., Baylor University

Ph.D., University of South Carolina



APPENDIX: ADDITIONAL POLICIES

AIDS, HIV and Hepatitis B Infection

UTB/TSC recognizes AIDS (Acquired Immune Deficiency Syndrome), HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) as serious public-health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV and HBV. In furtherance of its commitment, UTB/TSC has adopted a policy and procedural steps to protect the rights and wellbeing of those students, employees and patients who may be infected with HIV or HBV and to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits or access to facilities. Students with HIV or HBV infection may attend all classes without restriction as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of UTB/TSC faculty, staff and students is confidential. A complete copy of the AIDS, HIV and Hepatitis B Infection policy may be found in the [Handbook of Operating Procedures](#) (H.O.O.P.) available in the dean's office of each school, college and division, the library, most UTB/TSC departments and online at www.utbtsc.edu/hoop/files/s3-2.pdf. This policy applies to all students of UTB/TSC as they pursue their academic and clinical endeavors. Several brochures are available to all students on request by calling Student Health Services at (956) 882-8951.

Bacterial Meningitis

Bacterial meningitis is a serious, contagious, potentially deadly disease that can progress extremely quickly, so extreme caution is important. Meningitis involves an inflammation of the membranes and cerebrospinal fluid that surround the brain and spinal cord, and it is usually spread by infection. The bacteria that cause meningitis can also infect the blood. In the past, most meningitis cases occurred in children younger than 5. But as a result of the protection offered by current childhood vaccines, most meningitis cases now occur in young people from 15 and 24 years of age. Older adults also tend to have a higher incidence of meningitis than young children. In total, this disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students each year.

The cause of most cases of meningitis is a viral infection, but bacterial and fungal infections also can lead to meningitis. The severity of the inflammation and the best treatment depend on the cause of the infection. Bacterial meningitis is generally much more serious than viral meningitis.

There is a treatment, but those who survive may develop severe health problems or disabilities. Symptoms include high fever, rash or purple patches on skin, light sensitivity, confusion and sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea and seizures. There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These spots can occur anywhere on the body.

Left untreated, bacterial meningitis can be fatal. Those who believe they or their family has signs or symptoms of meningitis should seek medical care immediately.

Learning Resources for Bacterial Meningitis

- Contact a health-care provider.



- Contact the [Student Health Center](#) at (956) 882-8951 or (956) 882-3896
- Contact a local or regional Texas Department of Health office at (800) 837-6768 or visit the websites of:
 - [Centers for Disease Control and Prevention](#)
 - [American College Health Association](#)
 - UTB/TSC: [“Important Information About Bacterial Meningitis”](#)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S. §1232g and the Texas Public Information Act, Texas Government Code §552.001 et seq., are, respectively, a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws, the university has adopted the following policy. Individuals are informed of their rights under these laws through this policy, which is included in the university [Handbook of Operating Procedures](#) (H.O.O.P.) and catalog. The catalog will be made available for inspection through the vice president for Student Affairs Office and the H.O.O.P. is available in the libraries, most administrative offices and the Human Resources website.

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

- To appropriate UTB/TSC officials who require access to educational records to perform their legitimate educational duties
- To officials of other schools in which students seek or intend to enroll, upon request of these officials and upon the condition that students 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 §152 of the Internal Revenue Code of 1954, if a reasonable effort is made to notify students in advance
- In compliance with a judicial order or subpoena, if a reasonable effort is made to notify students in advance, unless the order or subpoena specifically directs the institution not to disclose the existence of the order or subpoena
- In an emergency situation, if the information is necessary to protect the health or safety of students or other people
- To an alleged victim of any crime of violence, the results of the alleged perpetrator’s disciplinary proceeding may be released



The university will release information in student educational records to appropriate university officials as indicated above when such records are needed by administrators or faculty or staff members to further the educational or business purposes of the students or university.

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

Directory Information

At its discretion, UTB/TSC may release directory information:

- Name, address and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Most recent previous educational institutions attended
- Classification (e.g., freshman, graduate)
- Degrees and awards received
- Date of graduation
- Physical factors (height and weight) of athletes
- E-mail addresses
- Photographs

Students may withhold directory information by notifying the Office of the Registrar in writing each semester or term during the first 12 days of class in 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 semester or term; therefore, a request to withhold directory information must be filed each semester or term or term in the Office of the Registrar.

Access to Files

Upon written request, UTB/TSC shall provide students with access to their educational records. The vice president for Business Affairs at Tandy Hall has been designated by the institution to coordinate the inspection and review



procedures for student educational records, which include admissions files, academic files and financial files. Students wishing to review their educational records must make written requests to the vice president for Business Affairs listing the item or items of interest. Educational records covered by the act will be made available within 45 days of the request.

A list of educational records and those officials responsible for the records shall be maintained at the Office of Corporate Compliance:

- Academic records
- Office of Admissions: director of Admissions
- Office of the Registrar: registrar
- Department and faculty offices
- Student service records
- Office of Counseling Office: director of Counseling
- Office of Student Activities: director of Student Activities
- Office of Student Affairs: vice president for Student Affairs
- Office Testing: director of Testing
- Financial records
- Business Office: vice president for Business Affairs
- Office of Financial Aid: director of Student Financial Assistance

Educational records do not include:

- Financial records of the student's parent or guardian
- Confidential letters of recommendation that were placed in the educational records of students prior to Jan. 1, 1975
- Records of instructional, administrative and educational personnel, which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for maker
- Records of law-enforcement units
- Employment records related exclusively to an individual's employment capacity
- Medical and psychological records
- Theses or research papers



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

Notwithstanding these provisions, research papers and theses authored by students will be available to interested members of the public.

Challenge to Record

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

Student requests for a formal hearing must be made in writing to the vice president for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at students' expense. The hearing officer that will adjudicate such challenges will be appointed by the vice president for Student Affairs in nonacademic matters and by the 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 educational 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, students may place with the educational 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 educational records, maintained as part of students' records and released whenever the records in question are disclosed.

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

Change of Address and Change of Name

Students are responsible for providing accurate and current mailing address information and legal name changes to the Office of Graduate Studies and the Office of Admissions.

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 S.W., Washington, D.C. 20202-4605.



Copies

Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the Texas Open Records Act, except that official transcripts will be \$5. Official copies of academic records or transcripts will not be released to students who have an outstanding institutional debt or institutional holds on academic records at UTB/TSC. Institutional holds may be placed students' records if students are not in compliance with federal financial aid requirements or other institutional policies.

Fire Safety

The institution follows the state-mandated [fire safety policies and procedures](#) and reporting requirements.

Gang-free Zones

Premises owned, rented or leased by The University of Texas at Brownsville and Texas Southmost College, 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 or older. See Texas Penal Code, § 71.028.

Hazing Policy

Hazing in state educational institutions is prohibited by both state law ([Texas Education Code](#), §51.936 and 37.151, et seq.) and by The UT System Board of Regents (Rules and Regulations, Rule 50101, § 2.8.) Individuals or organizations engaging in hazing may be subject to fines and charged with criminal offenses. Additionally, the law does not affect or restrict the right of the university to enforce its own rules against hazing.

Individuals

A person commits an offense if the person:

- Engages in hazing
- Solicits, encourages, directs, aids or attempts to aid another engaging in hazing
- Recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to the vice president for Student Affairs or other appropriate official of the institution

Organizations

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



Definition

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

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

Immunity

In an effort to encourage reporting of hazing incidents, a court may (but is not required to) grant immunity from prosecution to each person subpoenaed to testify in the criminal prosecution of a hazing offense who testifies for the prosecution. In addition, any person who reports a specific hazing event involving a student to the vice president for Student Affairs or other appropriate official of the institution will be immune from civil or criminal liability that otherwise would be incurred or imposed as a result of the report. These grants immunize a person during his or her participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who might have been subjected to hazing may report the suspected hazing activities to police or other law-enforcement officials and, by doing so, will be immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report a hazing offense is a fine of up to \$1,000, up to 180 days in jail or both. None of these grants of immunity apply to persons reporting on bad faith or with malice. In general, penalties for hazing offenses vary according to the severity of the injury that results and include monetary fines and, depending on severity and consequences, confinement in state prison or county jail.

Immunization Requirements

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



- **Measles:** proof of two doses of measles vaccine administered on or after the first birthday and at least 30 days apart or proof of immunity.
- **Mumps:** proof of one dose of mumps vaccine administered on or after the first birthday or proof of immunity.
- **Rubella:** proof of one dose administered on or after the first birthday or proof of immunity.
- **Tetanus and diphtheria:** proof of one booster dose of tetanus and diphtheria (within 10 years).
- **Hepatitis B virus (HBV):** proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine. An immunization will be required for students enrolled in a course of study that will potentially expose them to human or animal blood or bodily fluids.

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

Illicit Drug Use and Alcohol Abuse Program and Policy

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, The UT System Board of Regents' Rules and Regulations, Rule 50101 provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal or local law. This includes those laws prohibiting the use, possession or distribution of drugs and alcohol. UTB/TSC will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion or such other penalty as may be deemed appropriate under the circumstances.

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

Missing Student Notification Policy

As required by § 485(j) of the Higher Education Opportunity Act of 2008, UTB/TSC has established a missing student notification policy and official notification procedures for reports of missing students who reside on campus. According to the policy, students may complete a "Missing Person Contact Designation Form" upon check-in to student housing. On that form, students may identify a person who UTB/TSC can contact within 24 hours after it determines, according to its procedures, that the student is missing.

If students or employees of UTB/TSC learns or believes that a student residing on campus has been missing for more than 24 hours, they should immediately contact the UTB/TSC Campus Police. If Campus Police determines that the student has been missing for more than 24 hours, then within 24 hours of that conclusion, UTB/TSC will:



- Notify the student's designated missing person contact (if one was provided on the form)
- Notify the student's custodial parent or guardian (if the student is younger than 18 and not emancipated)
- Notify the appropriate law-enforcement agency

If a student has not indicated a missing person contact, then UTB/TSC will attempt to contact his or her known emergency contacts.

Sexual Harassment Policy

UTB/TSC is committed to provide a professional working and learning environment free from sexual harassment. Sexual harassment has been declared a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Civil Rights Act of 1972 and the Texas Commission on Human Rights Act. UTB/TSC maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment. Any person who engages in such conduct will be subject to disciplinary action, including termination.

Sexual Harassment

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

- Is made, either explicitly or implicitly, a term or condition of instruction, employment or participation in a university activity
- Is used to be a basis for evaluation in making academic or personnel decisions affecting an individual
- Creates an intimidating, hostile or offensive university environment

In addition to the above definition, sexual harassment may include but is not limited to the following:

- Unwelcome sexual flirtations, advances or propositions
- Verbal remarks of a sexual nature (whether directed to an individual or a group, including sexually explicit or offensive jokes)
- Graphic or degrading verbal or written comments of a sexual nature about an individual or the individual's appearance
- Suggestive or unwelcome physical contact
- Physical assault

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

All sexual harassment complaints must be filed with the Office of the Vice President for Business Affairs, located in Tandy 100. Procedures for filing complaints are found in the [Handbook of Operating Procedures](#) (H.O.O.P.), §3.3, page 4 of 8.



Consensual Relationships

UTB/TSC's policy regarding consensual relationships that result in sexual harassment is found in the H.O.O.P., §3.5, which prohibits such relationships between faculty or staff members in positions of authority with their subordinates or students.

Complaints regarding inappropriate consensual relationships that contain elements of sexual harassment must be reported to the EEO Officer. Complaints regarding consensual relationships not resulting in sexual harassment involving students must be reported to the vice president for Student Affairs.

Sexual Offense

UTB/TSC's policy regarding sexual offenses is found in the H.O.O.P., §3.6, Page 1 of 5. This section applies to complaints of sexual assault by any member of the UTB/TSC community against any other member, including students and staff and faculty members. Complaints involving sexual assault that are not of a sexual harassment nature must be reported to Campus Police, the Brownsville Police Department or the Office of the Vice President for Student Affairs. Services such as precomplaint counseling are available for students in the Counseling Center, which is located in the Student Health Services office.

Solicitation Policy

UTB/TSC's facilities are not open for general public use. The UT System Board of Regents' Rules and Regulations, Rule 80103 states that no solicitation shall be conducted on any property, street or sidewalk, or in any building, structure or facility owned or controlled by The UT System or any of the institutions unless permitted by the Regents' Rules and Regulations. Such solicitation must adhere to the following rules:

- Academic or institutional programs being carried on in the buildings shall not be disturbed or interfered with.
- Free and unimpeded flow of pedestrian or vehicular traffic on sidewalks and streets and at places of ingress and egress to and from university buildings shall not be interrupted.
- Persons being solicited shall not be harassed, embarrassed or intimidated.

Nonuniversity groups, individuals or associations are not permitted to solicit, distribute or circulate any petition, handbill or other literature in university buildings or on the grounds.

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

Persons desiring to conduct solicitations or to distribute materials strictly for personal reasons or for personal profit or gain will, under no circumstances, be granted permission to do so.

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



Student Right-to-know Act and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, 20 USC §§ 1092(a), (e) and (f), as amended, the university collects and discloses Information about campus crime statistics, campus security policies, financial assistance available to enrolled students, institutional retention rates, institutional transfer-out rates as applicable, placement and types of employment applicable to graduates of UTB/TSC's degree or certificate programs, the types of graduate and professional education in which graduates of UTB/TSC's four-year degree programs enroll and institutional completion or graduation rates. Pursuant to the federal law, alleged victims of violent crime are entitled to know results of campus student disciplinary proceedings concerning the alleged perpetrators.

The university will issue timely warnings to the campus community of crimes considered to pose an ongoing threat to students and employees. In addition, the university will immediately warn the campus community after confirming a significant emergency or dangerous situation (including noncriminal matters) that occurs on campus and involves an immediate threat to the health or safety of students or faculty and staff members, unless such a warning would compromise efforts to contain the emergency.

Every September, UTB/TSC will publish and distribute an annual campus security report. The report will describe campus safety and security policies and crime statistics and be distributed to all current students and employees, provided to applicants for enrollment or employment upon request and submitted to the secretary of education. The report will identify UTB/TSC's policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning UTB/TSC's response to such reports; the current policies regarding security and access to campus facilities and security considerations used in maintaining campus facilities, the current policies concerning campus law enforcement; the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage them to be responsible for their own security and that of others, relevant crime statistics from campus and pertinent noncampus buildings or property and public property, policies concerning the monitoring and recording through local police agencies of criminal activity at off-campus, recognized student organizations, policies regarding alcoholic beverages and the enforcement of underage drinking laws. policies regarding the illegal drugs and the enforcement of applicable drug laws, a description of applicable drug or alcohol abuse education programs, a statement regarding access to information regarding registered sex offenders, and the policies regarding immediate emergency response and evacuation procedures in the event of a significant emergency or dangerous situation immediately threatening health or safety of students and staff on campus. In addition, the report will describe UTB/TSC policy regarding sex-related offenses, sexual assault prevention programs and education programs to promote awareness of sex offenses; describe the procedures students should follow if a sex offense occurs; provide Information about a victim's option to notify proper law-enforcement authorities and to receive assistance in doing so from the UTB/TSC police; notify students of existing on-campus and community counseling, mental health or student services for victims of sexual assault; notify students of the options for and assistance in changing academic and living situations after an alleged sexual assault incident; and describe the administrative disciplinary procedures and sanctions for offenders. The university will also maintain a public crime log of all crimes that occur on campus or within the patrol jurisdiction of the campus police that are reported to the campus police.



Graduation Rate Information for Student-athletes

Before offering athletically related student aid to a potential student-athlete, the university will provide certain Information about graduation rates specified by the act to the prospective student and to the student's parents, guidance counselor and coach.

Student Criminal Background Checks

Recognizing a sound character is vital to health-care professions, UTB/TSC may require that applicants or students admitted to clinical degree programs undergo criminal background checks. Applicants or students shall conform to the specific policy and procedure adopted by each specific program, college or school to which they apply or are admitted. The College of Education, for example, requires criminal background checks for admission in the Teacher Education and the Alternative Certification Programs. It imposes this requirement because many Texas school districts require applicants for student teaching or field experiences to undergo a criminal history background check prior to placement in the school district. School districts may deny placement of students with a criminal background. If a school district denies a placement for this reason, UTB/TSC may attempt to assist students in obtaining a placement in an alternate district. Students should be aware that if they are unable to obtain a placement they may not meet UTB/TSC's requirements for a teaching degree or teacher certification. Additionally, the Texas State Board for Educator Certification regulates the certification of educators to teach Texas public school children. Before an individual can be certified, SBEC must conduct a criminal history background check to ensure an applicant's suitability to interact with children. Working with the Texas Department of Public Safety, the agency conducts statewide criminal history background checks on all applicants for educator certification. Students pursuing educator preparation should be aware that some criminal histories may lead to the denial of certification as a teacher. Students may obtain additional information from SBEC.

Student Travel Policy

Student travel procedures apply to faculty and staff members and students who engage in transporting students off campus on any university business or related travel activities for student organizations. The procedures are considered to be the minimum standards; departments may mandate additional procedures.

Failure to comply with these requirements may result in the suspension of student travel for the student organization responsible for arranging the trip.

Travel Requirements and Planning

A designated university representative must accompany each student travel group when university funds are used to sponsor the trip. In the event that an advisor cannot attend the function with the student group, another university staff or faculty member may attend in the place of the advisor. A travel itinerary and a passenger list shall be filed with the Office of Student Life. Copies of these forms will then be submitted to Campus Police and the Office of the Dean of Students. For the complete Travel Policy, see the UTB/TSC [Handbook of Operating Procedures](#) (H.O.O.P.) section titled "[Student Travel](#)."

