

UNDERGRADUATE CATALOG 2014-2015



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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, express or implied, between any applicant, student or faculty member, The University of Texas at Brownsville or The University of Texas System. The University of Texas at Brownsville reserve 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

The University of Texas at Brownsville (UTB) is part of The University of Texas System. The university's offerings are approved by The University of Texas System and the Texas Higher Education Coordinating Board .

ACCREDITATIONS

The University of Texas at Brownsville and Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, associate, baccalaureate, masters, and doctorate degrees. For questions, the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at Brownsville and Texas Southmost College.

Many individual programs have secondary accreditations from other agencies and recognized professional organizations within their fields.

Individual Program Accreditations

UTB Program	Accreditation	Time Period
Teacher Education Programs	Texas Education Agency (TEA)	Performance of graduates on required tests for their teaching certificate are used by TEA to calculate accreditation status. This is done yearly and the time period is from Sept. 1 to Aug. 31. They calculate pass rate and accreditation based upon meeting a 70 percent pass rate. Current pass rate is in the high 80s.
Master of Science in Nursing (M.S.N.)	National League for Nursing Accreditation Commission (NLNAC)	2006-2011
Bachelor of Science in Nursing (B.S.N.)	National League for Nursing Accreditation Commission (NLNAC)	2005-2011
	Endorsement from American Holistic Nurses Certification Corporation	2005-2010
	Approved by Texas State Board Examiners	
The Department of Music and the Music Academy	National Association of Schools of Music (NASM)	Accredited in 2007; five-year review in 2012; then next accreditation is in 10 years, 2021.
Computer Information Science and Engineering Physics	Accreditation Board for Engineering and Technology	Fall 2010 through 2015

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 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 at 451 E. Alton Gloor, Brownsville, Texas 78526. The procedures for filing these complaints are found in the [Handbook of Operating Procedures](#) (HOP). The University of Texas at Brownsville has been authorized by the Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant alien students.

UTB HISTORY

An institution with a unique intersection of culture and languages, The University of Texas at Brownsville has been a member of the University of Texas System since 1991.

The establishment of UT Brownsville began in 1991 when the 72th Texas Legislature recognized the need to create a new educational institution to meet the growing demand for university-level opportunities in South Texas. The former branch campus, Pan American at Brownsville, separated from The University of Texas-Pan American, and The University of Texas at Brownsville was created. Shortly after UTB's establishment, the Legislature allowed an innovative partnership between UTB and the junior college Texas Southmost College. UTB was then inaugurated on Sept. 1, 1991.

UTB has experienced tremendous academic growth since its inception. The institution offers a wide range of programs, from continuing education to undergraduate and graduate degree programs with centers of excellence in science, music, master teaching, language and entrepreneurship. A significant milestone in UTB's history was the opening of its first facility, the Science, Engineering and Technology Building, in November 1997. Since then, the university has built the Education and Business Complex, the Life and Health Sciences Building, the Casa Bella student housing facility and the Biomedical Research Building. The research that faculty and students conduct in this 66,000-square-foot facility is largely focused on diabetes, epilepsy and Alzheimer's disease, which disproportionately affect the population of South Texas and Northern Mexico.

In March 2011, UTB launched a new phase of its evolution as an autonomous institution. The Texas Southmost College District Board of Trustees voted to withdraw TSC from the 20-year partnership agreement. The dissolution of the partnership is scheduled to be completed by no later than August 2015.

The university continues moving forward with a focus on embracing teaching excellence, active inquiry, lifelong learning, rigorous scholarship and research in service to the common good.

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 Rules and Regulations of the nine-member University of Texas System Board of Regents, 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 MISSION

The University of Texas at Brownsville draws upon the intersection of cultures and languages at the southern border and Gulf Coast of the United States to develop knowledgeable citizens and emerging leaders who are engaged in the civic life of their community. It embraces teaching excellence, active inquiry, lifelong learning, rigorous scholarship, and research in service to the common good. The University promotes the interdisciplinary search for new knowledge that advances social and physical well-being and economic development through commercialization, while honoring the creative and environmental heritage of its region.

THE PHILOSOPHY

UTB is committed to excellence. It is dedicated to stewardship, service, openness, accessibility, efficiency and citizenship. UTB 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.

First-Year Experience Philosophy Statement

UTB is committed to providing an inclusive and nurturing environment to empower learners to succeed as full partners in their own education and to become responsible citizens.

To best serve the unique needs of first-year students, UTB will

- Exemplify a passion for the value of learning
- Offer guidance and clarity in an unfamiliar environment of higher education services
- Advise students and families on available financial assistance
- Facilitate intellectual growth in and out of the classrooms
- Encourage civil discourse, questioning and acceptance for diversity

- Expect and honor academic integrity
- Develop independent learners through critical thinking
- Assess competencies for college preparedness and provide the support for success
- Provide opportunities to increase social skills
- Endeavor to engage students both on campus and in the community

ACADEMIC CALENDARS

[Academic Calendars](#) for terms and semesters are available at the UTB website.

PROGRAMS OF STUDY AND COURSE LISTINGS

Programs of study and course schedules for current and upcoming semesters are at the [Undergraduate Catalog](#) webpage. Detailed 2014-2015 course descriptions can be found at the [Undergraduate Catalog 2014-2015 webpage](#).

GENERAL EDUCATION CORE CURRICULUM

General education core curriculum requirements apply to all bachelor's degrees. The specific general education requirements for each major are listed on the official program of study.

UTB UNDERGRADUATE PROGRAMS

Bachelor's Degrees

[Art](#)

[Applied Arts and Sciences](#)

[Biomedicine](#)

[Biology](#)

Business Administration

[Accounting](#)

[Entrepreneurship](#)

[Finance](#)

[International Business](#)

[Management](#)

[Management Information Systems](#)

[Marketing](#)

[Chemistry](#)

[Communication](#)

[Computational Science](#)

[Computer Information Technology](#)

[Computer Science](#)

Criminal Justice

[Criminal Justice](#)

[Criminology and Criminal Justice](#)

[Early Childhood Studies](#)

Engineering Physics

[Bioengineering](#)

[Computer Engineering](#)
[Electrical Engineering](#)
[Mechanical Engineering](#)

[Engineering Technology](#)

[English](#)

[Environmental Sciences](#)

[Government](#)

[Health and Human Performance](#)

[Health and Human Performance – Exercise Science](#)

[Health Services Technology](#)

[History](#)

[Law and Justice Studies](#)

[Marine Biology](#)

[Materials Management and Logistics](#)

[Mathematics](#)

[Multidisciplinary Studies](#)

Music

[Guitar](#)

[Instrumental](#)

[Keyboard](#)

[Vocal](#)

[Nursing](#)

[Psychology](#)

[Public Service](#)

[Sociology](#)

[Spanish](#)

[Spanish Translation and Interpreting](#)

Bachelor's Degrees, Teaching Certifications

[Early Childhood Through 6th Grade Bilingual Generalist](#)

[Early Childhood Through 6th Grade English as a Second Language Generalist](#)

[Early Childhood Through 6th Grade Generalist/EC Through 12th Special Education](#)

Middle School – 4th Through 8th Grade

[English-Language Arts Grades 4th Through 8th](#)

[Mathematics Grades 4th Through 8th](#)

[Biology Grades 4th Through 8th](#)

High School – 8th Through 12th Grade

[English-Language Arts Grades 8th Through 12th](#)

[History Grades 8th Through 12th](#)

[History/Social Studies Grades 8th Through 12th](#)

[Mathematics Grades 8th Through 12th](#)

Science – 8th Through 12th Grade

[Biology](#)

[Chemistry](#)

[Environmental Sciences](#)

Early Childhood Through 12th Grade

[Art – EC Through 12th](#)

[Health and Human Performance – EC Through 12th](#)

Music – Early Childhood Through 12th Grade

[Guitar](#)

[Instrumental](#)

[Keyboard](#)

[Vocal](#)

[Spanish – EC Through 12th](#)

Support Areas

Anthropology

Government

Art History

Health

Biology

History

Business

Kinesiology

Chemistry

Jazz

Communication

Leadership Studies

Computer Science

Mathematics

Criminal Justice

Music

English

Physics

Environmental Sciences

Psychology

French

Sociology

Gender

Spanish

Geosciences – Geography

Spanish Translation

Geosciences – Geology

Minors

[Art](#)

[French](#)

[Art History](#)

[Military Science](#)

[Business](#)

[Spanish](#)

Institutional Awards

[Border and Transnational Studies](#)

[Mariachi Studies](#)

[Educational Technology](#)

[Medical Interpreting](#)

[Forensic Investigation](#)

[Nanoscience](#)

[Jazz](#)

[Technology Education & Corporate Training](#)

INFORMATION TECHNOLOGY SERVICES (ITS)

The Information Technology Services (ITS) Division is responsible for academic, research, and administrative computing, voice and data communications and instructional technology for the University, including efforts to integrate and improve the information technology infrastructure, provide a governance structure, create a project management process and a technology strategic plan. ITS is made up of these units:

- The Enterprise Infrastructure (EI) Department is responsible for creating and maintaining state of the art infrastructure, networks and telecommunications. EI is responsible for critical functions on campus including wired and wireless networking, telephony, collaborative platforms, videoconferencing, safety and security systems, and communications infrastructure.
- Cloud and Computing Platforms (CCP) is responsible for creating and maintaining state of the art computing systems platforms including public and private clouds to meet the mission of the University. CCP is responsible for critical functions on campus including email, cloud applications, shared storage, virtual platforms, computer labs, safety and security systems, and computing infrastructure.
- Enterprise Application Services (EAS) manages all daily operations dealing with enterprise applications including Enterprise Resource Planning (ERP), Student Information System and corresponding sub-systems. Using project management methodology for rapid response and delivery of services, resources including servers and other technology as well as programmers and systems analysts are managed.
- Video Production Services is responsible for the direction and implementation of video productions and event presentations, as well as teaching and training students and part time staff on the department's operations.
- Online Learning has a team of instructional designers and administers the learning management system (LMS), providing design and development of online and hybrid courses. The team supports 17 Online Programs and more than 600 online course sections per year.
- The Help Desk provides and manages the ITS help desk staff, computer technicians, open computer lab(s) and telecommunications operators; and provides day-to-day assistance to students, faculty, and staff; handles support escalations, maintain detailed how-to documentation for the help desk and technical staff; maintains the ITS Virtual Help Desk website for end users containing over 160 self-help articles; creates training videos and provides end-user training. Consults with end users and makes hardware/software recommendations.

Online Programs

Master's Online	Contact (Email)	Phone
M.Ed. in Educational Technology	Rene Corbeil (rene.corbeil@utb.edu)	956-882-7540
M.S. in Mathematics	Jerzy Mogilski (jerzy.mogilski@utb.edu)	956-882-6628
M.B.A. Online	Edith Galy (edith.galy@utb.edu)	956-882-7301
M.A. in Spanish Translation and Interpreting	José Dávila-Montes (jose.davila@utb.edu)	956-882-8215
M.S. in Computer Science	Juan Iglesias (juan.iglesias@utb.edu)	956-882-6616
M.S. in Nursing	Eloisa Tamez (eloisa.tamez@utb.edu)	956-882-5079
M.Ed. in Curriculum and Instruction with emphasis in Digital Literacy	Kathy Bussert-Webb (kathy.bussertwebb@utb.edu)	956-882-7595
Bachelor's Online	Contact (Email)	Phone
B.S. in Criminal Justice	Ben Brown (ben.brown@utb.edu)	956-882-8813
B.S. in Nursing	Sally Roach (sally.roach@utb.edu)	956-882-5088
B.A.T. in Computer Information Technology	Hilda Flores (hilda.flores@utb.edu)	956-882-4195
B.A.T. in Health Services Technology	Hilda Flores (hilda.flores@utb.edu)	956-882-4195
Bachelor of Applied Arts and Sciences	Hilda Flores (hilda.flores@utb.edu)	956-882-4195
Bachelor in Multidisciplinary Studies	Hilda Flores (hilda.flores@utb.edu)	956-882-5017
Graduate Certificates Online	Contact (Email)	Phone
Master Technology Teacher	Janice Butler (janice.butler@utb.edu)	956-882-6713
E-learning	Sam Pan (sam.pan@utb.edu)	956-882-7805
Spanish Translation	José Dávila-Montes (jose.davila@utb.edu)	956-882-8215
Court Interpreting	José Dávila-Montes (jose.davila@utb.edu)	956-882-8215
Master Reading Teacher	Kathy Bussert-Webb (Kathy.bussertwebb@utb.edu)	956-882-7595
Digital Literacy Leader	Kathy Bussert-Webb (Kathy.bussertwebb@utb.edu)	956-882-7595
Online K-12 Instruction	Kathy Bussert-Webb (Kathy.bussertwebb@utb.edu)	956-882-7595

ITS Online Learning Online Courses and Programs [website](#) provides information on online programs and courses offered. In order to provide a comprehensive customer support experience to prospective and current online students, ITS Online Learning staff identify the callers' needs and create an online log immediately and, when needed, route call to the appropriate enrollment or academic office. The online learning webpage also provides information and links to admission, registration and financial aid. Prospective students can also fill out an online form to request more information for specific online program.

MyUTB Blackboard Portal

[MyUTB Blackboard](#) provides faculty and students with access to online course content, discussion boards, blogs and wikis, online tutoring, safe assign anti-plagiarism software, course video capture, live web conferencing, preliminary syllabi and student intranet organizations. The enhanced MyUTB online tools are available for all courses offered in all delivery modes: onsite (classroom-based), online (Internet-based), hybrid

(combination of these two course delivery modalities), live web conferencing and site-to-site videoconferencing.

The Blackboard Content System provides e-Portfolios and a Virtual Hard Drive for students and faculty.

- **MyUTB Blackboard Portal:** Connects current and prospective students, 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 course offerings.
- **Server ASP remote hosting:** Provides 24/7 reliability, even in case of a natural disaster in South Texas. (See "Emergency Academic Continuity Plan.")
- **Virtual Hard Drive:** Provides online virtual hard drives for all students, 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 (résumé), for a support service (e.g., advising, financial aid, online learning support, help desk).

All tools are available via the MyUTB Blackboard Portal, <https://myutb.blackboard.com>.

Emergency Academic Continuity Plan

In compliance with the Emergency Academic Continuity Program, academic courses, partially or entirely, will be made available on [MyUTB Blackboard \(https://myutb.blackboard.com\)](https://myutb.blackboard.com). This allows faculty members and students to continue their teaching and learning process via MyUTB Blackboard in case the university shuts down as a result of a hurricane or any other natural disaster.

The university will use MyUTB Blackboard to post announcements notifying faculty members and students of their responsibilities as a hurricane approaches the region. If the university is forced to shut down, faculty members will notify their students using MyUTB Blackboard on how to proceed with their courses. To receive credit for a course, it is the student's responsibility to complete all the requirements for that course. Failure to access course materials once reasonably possible can result in a reduction of the student's overall grade in the class. To facilitate the completion of classes, most or all of the communication between students and the institution, the instructor and fellow classmates will take place using the features in MyUTB Blackboard and the UTB email system. Therefore, all students must use [UTB Online](#) to provide a current email address. 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.

BECOMING A STUDENT

UT Brownsville Freshman Admission Requirements

Admission to UTB is based on an overall review of high school rank, high school academic course selection and scores on standardized tests. Admission standards are implemented with the purpose of ensuring that students are prepared for the rigors of university studies. In addition to submitting an application for admission, all requirements for admission must be met and supporting documents submitted by the appropriate deadlines for the semester for which the student has applied.

Admittance to the institution is only valid for the semester indicated on the admission application. Students who are admitted for any semester and do not register for courses (or completely withdraw from the university before the official record date) must submit a new admission application for a future semester. Any subsequent admission application that indicates a change in academic history will require submission of official transcripts and/or test scores reflecting the new changes. Any subsequent application submitted will be re-evaluated for admission.

FALL 2014

Class Rank*	SAT*	ACT*
Top 10 percent	Required: No minimum score	Required: No minimum score
25 percent	Required: No minimum score	Required: No minimum score
Second Quarter	830	17
Third Quarter	870	18
Fourth Quarter and Non-ranking Schools	910	19
*Graduating class rank. Applicants must submit either an SAT or ACT score for admission consideration.		

STEPS FOR UNDERGRADUATE ADMISSION:

[STEP 1: APPLY FOR ADMISSION](#)

[STEP 2: ACTIVATE UTB ONLINE ACCOUNT](#)

[STEP 3: TESTING](#)

[STEP 4: DECLARE INTENT TO ENROLL](#)

[STEP 5: IMMUNIZATION](#)

[STEP 6: FINANCIAL AID](#)

[STEP 7: ORIENTATION AND ADVISING](#)

STEP 1: APPLY FOR ADMISSION

(For more detail, see the “[Admissions and Recruitment](#)” section of this catalog.)

- Applicants must complete an admission application online at applytexas.org.
- Students must submit proof of Texas state residency for tuition purposes.
- Students must submit an official copy of high school transcript that includes the expected graduation under State of Texas Recommended (or Distinguished) Program or provide exemption form to meet requirements of state’s Uniform Admissions Policy.

UT Brownsville First-time Freshman Applicants

Applicants are reviewed for admission as a first-time freshman if they have never attended a college or university since graduating from high school or earning a GED. This includes students who have earned credit through Dual Enrollment and transfer students with less than 24 hours of transferable college-level credit.

Applicants who graduate from a recognized public or private high school in Texas with a class rank in the top 25 percent of their high school graduating class or who receive an International Baccalaureate diploma are automatically admitted, upon meeting UTB’s admission standards, which include high school rank, high school course selection and scores on standardized tests.

In accordance with Texas Education Code, Sections 51.801-51.809, in addition to current university requirements for admission, an applicant to a general academic teaching institution for admission as a first-time freshman must also have completed one of the following:

- Curriculum requirements for the distinguished level of achievement under the Foundation, Recommended, or Advanced High School Program from a Texas public high school or its equivalent; or
- Satisfied ACT's College Readiness Benchmarks on the ACT assessment applicable to the applicant or earned on the SAT assessment a score of at least 1,500 out of 2,400 or the equivalent.

The above requirement may be satisfied if the applicant's official high school transcript or diploma states that the applicant completed the portion of the distinguished level of achievement under the Foundation, Recommended or Advanced curriculum or its equivalent that was available to the applicant but was unable to complete the remainder of the curriculum solely because courses necessary to complete the remainder were unavailable to the applicant at the appropriate times in the applicant's high school career as a result of course scheduling, lack of enrollment capacity or another cause not within the applicant's control.

A graduate from a non-Texas public high school (private, out-of-state or home school) in addition to meeting all admission requirements must submit by the appropriate deadline date a completed high school certification form along with an official high school transcript that indicates the student has completed all or a portion of the Recommended or Advanced High School Program or of the curriculum equivalent in content and rigor, as applicable, that was available. The information must be submitted using the "Certification of Course Completion Equivalent to Recommended High School Program" form, either TPHSC Form 1, Form 2 or Form 3. Form 1 is for a student who entered the 9th grade before the 2007-2008 school year. TPHSC Form-2 should be used only for students who completed IPSC (Integrated Physics and Chemistry) prior to the 2010-2011 school year and TPHSC Form-3, should be used only for student who did not complete IPC (Integrated Physics and Chemistry) prior to the 2010-2011 school year. Either of the three forms are necessary since the Recommended High School Program changed with the passage of Texas Legislature in 2009 and 2011.

An applicant is considered to have satisfied the above requirement if the applicant completed a portion of the distinguished level of achievement under the Foundation, Recommended or Advanced High School Program or of a curriculum equivalent in content and rigor that was available to the student and if the applicant was unable to complete the remainder of the curriculum solely because courses necessary to complete the remainder were not available to the student at the appropriate times in the student's high school career as a result of course scheduling, lack of enrollment capacity or another cause not within the student's control.

UT Brownsville - Admission Decision

Once the admission application is complete, the application will be reviewed and a notification will be provided to the applicant regarding the decision to offer admission. Decisions may be delayed until additional test scores or the final high school transcript is submitted. Applicants denied admission may

appeal the decision by requesting a Holistic Review. See the “Holistic Review” section of this catalog for more details.

Holistic Review: First-time Freshmen

Applicants who do not satisfy the requirements for automatic or regular admission may be eligible for admission through the Holistic Review process. Applicants must have submitted all required documents for admission, as previously outlined. The Holistic Review will also consider the following criteria in the decision:

- Academic record
- Class Rank
- Personal letter of appeal
- Extracurricular activities
- Community activities
- Leadership roles
- Previous college credit earned

Students who are not offered admission can reapply for admission at a later semester.

Readmission (Former UTB Students)

Former UTB students are required to file a readmission application if they have not been enrolled during the previous long semester (fall and spring). Former students who are not in good standing may be eligible for readmission in accordance with standards established through the policy on Academic Standing. Students seeking readmission who enrolled at other colleges or universities after last attending must apply as transfer students and meet the admission requirements for transfer students. Students who withdraw from the university to perform active military service as a member of the U.S. 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 service and may be eligible for the same financial assistance provided before their withdrawal. For more information, visit the Enrollment Center @ The Tower in Main or call 956-882-8980.

Transfer Applicants (For more detail, see the “Transfer Services” section of this catalog)

Fresh Start Applicants

Applicants who are Texas residents may seek to enter UTB pursuant to the Academic Fresh Start Program described in Texas Education Code, Section 51.931. Applicants who elect to apply under this program must

do so in writing and may not receive any course credit for courses taken 10 or more years before enrolling under Academic Fresh Start. UTB will not consider in the admission decision any academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll.

GED Applicants

Applicants who did not graduate from high school may be admitted by successfully completing the General Educational Development Testing Program (GED). A copy of the certificate of high school equivalency with test scores must be submitted to the Office of Admissions and Recruiting prior to registration. For admissions to UT Brownsville, GED applicants must satisfy the ACT's College Readiness Benchmarks on the ACT assessment or earn on the SAT assessment a score of at least 1,500 out of 2,400 or the equivalent.

Transient Student Applicants

Applicants who plan to attend UTB as a transient students must be in good 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. Applicants must meet admission deadlines as set by Admissions in the Enrollment Services Center and can be found at utb.edu.

The applicant is solely responsible for selecting courses at UTB that will transfer and meet the requirements of their home institution.

International Student Applicants

The University of Texas at Brownsville has been authorized by the Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant alien students. All international students must comply with all the general undergraduate admission requirements.

Additionally, all students must request a “Certificate of Eligibility for Nonimmigrant (F-1) Student Status” (I-20) at the Office of Global Engagement (Main, Room 1.308) to obtain a student visa at the nearest U.S. consulate or embassy before their arrival to the United States. There is a one-time nonrefundable \$50 fee for the undergraduate international student admission application and a \$50 fee for international student activity per semester.

Immigration regulations require that F-1 and J-1 students be enrolled as full-time students. This is defined as a minimum of 12 credit hours per semester for undergraduate students and at least nine credit hours semester for graduate students in the fall and spring semesters. Students are not required by the Department of Homeland Security to enroll in classes during the summer session unless summer is their first semester in the United States; however, students must check with their respective academic department to see if they have any requirements for the summer. For exceptions to the full-time

requirement, students need to contact the international student advisor in the Office of Global Engagement.

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. Students from Mexico are exempt from this requirement unless they are on a J-1 visa.

Students may also present proof of an acceptable alternate insurance to the international student advisor in the Office of Global Engagement (Main, Room 1.308) to obtain a health insurance waiver. Proof of insurance must include an identification card with insurer's name, policy coverage showing effective and expiration dates and coverage of at least \$50,000 or more in medical benefits for each illness or injury, a deductible of \$500 or less per person a year, a minimum of \$7,500 for repatriation of remains and \$10,000 for medical evacuation benefit. The insurance identification card must be in English. If the required medical evacuation and repatriation coverage is not included, it may be purchased separately. This waiver must be renewed every semester. Students who are granted a waiver must immediately notify Office of Accounting and Finance (UTB at The Woods) so that an additional charge does not appear on the statement of charges.

For international admission procedures for graduate studies, students can visit the Office of Graduate Studies in Sabal Hall, Room 1.202. There is a one-time nonrefundable \$100 fee for the graduate international student admission application for accepted students.

For undergraduate admission, prospective students must complete the following steps:

- Complete an admission application online at applytexas.org.
- Submit transcripts from previously attended colleges, universities or high schools in English.
- Students are required to take the TOEFL exam. Prospective students can visit www.toefl.org for more information, test dates, cites and to register for it. TOEFL Score required: Internet based test 61 (available at UTB).
- Take the SAT or ACT and pass with score of 910 (SAT) or 19 (ACT).
- Provide a valid passport.
- Complete and notarize the Affidavit of Support.
- Provide an original bank statement with minimum required financial funds to cover expenses.
- Provide the proof of immunization compliance form.

For more information, prospective students can contact International Student Admissions Assistant at 956-882-8298 or visit us at Office of Global Engagement in Main, 1.308.

Coordinated Admission Program Applicants

The University of Texas at Brownsville participates in the University of Texas at Austin's Coordinated Admission Program (CAP). The CAP makes it possible for some freshmen students who have applied to UT Austin to begin their studies at UTB. Individuals cannot apply directly to CAP. The only way to participate in CAP is to apply for freshman admission to UT Austin. Students who are offered and formally accept UT Austin's CAP offer are not required to submit an additional admission application to UTB. Applicants admitted through the CAP program, however are required to complete enrollment requirements at UTB such as submitting final official transcripts, immunization requirements, orientation and advising in order to register for classes. CAP students are also responsible for applying for financial aid and for student housing if the student plans to live on campus.

After completing their freshman year and meeting program requirements, such students transfer to UT Austin to complete their undergraduate studies. CAP students must meet with an academic advisor with questions regarding academic programs and coursework that should be taken while in CAP.

Concurrent Enrollment Applicants

High school students may, upon recommendation of their high school principal, be permitted to enroll concurrently. Concurrently enrolled students receive college credit only. The "Request for Concurrent Enrollment" form and a copy of the high school transcript with test scores must be submitted to the Office of Admissions and Recruiting in the Enrollment Center @ The Tower. Students interested in concurrent enrollment must meet first-time freshman admissions standards and the Texas Success Initiative testing requirement. Information about testing requirements is available in the "Testing" section of this catalog. Students enrolled at UTB and another community college during the same semester, must decide which school is their home institution.

Dual Enrollment Applicants

High school students participating in a dual enrollment program must complete and obtain a high school diploma before being admitted to UTB. The student must meet first-time freshman admission standards and the Texas Success Initiative testing requirement. A student who is in the dual enrollment program is not considered a regular UTB college student.

Audit Applicants

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 participants must contact the Enrollment Center. For further information, refer to the "Audit" section of this catalog.

Non-Degree-Seeking Student Applicants

Students who do not intend to seek a degree or complete a program are asked to contact the Office of Admissions and Recruitment in the Enrollment Center about a special admission policy for undergraduates.

Former Armed Forces Member Applicants

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) must complete 12 hours of course work to be granted one hour of course credit for the physical education core course required at UTB for undergraduate degrees. To be eligible, a veteran must have graduated from an accredited public or private high school or a 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 Enrollment Center, Main, Room 1.100 (Texas Education Code, Section 51.3042).

Family Members of Certain Deceased Public Servant Applicants

Applicants are entitled to automatic admission if they satisfy the admission requirements and are children of public servants who were killed or sustained a fatal injury in the line of duty, as listed in Texas Education Code, Section 615.003.

Note: Documents received by the Enrollment Services Center become property of UTB and cannot be returned to the student.

STEP 2: ACTIVATE UTB ONLINE ACCOUNT

New students need to activate their UTB Online student accounts to review and keep up-to-date on pending documents. Financial aid updates will be posted on UTB Online and students will also be able to register for courses for the upcoming semester. Effective February 7, 2014 all communications from UTB will be sent exclusively to the student's UTB email address. Students are responsible for checking their UTB email regularly to stay up to date on important information from their instructors, News and Information, Office of Financial Aid and others. This change will not affect emergency notifications that are sent to the contact information that is contained in the Emergency Contact Information screen of UTB Online.

STEP 3: TESTING

(For more detail, see the [“Testing”](#) section of this catalog.)

Incoming freshmen: Students are required to take the SAT and/or ACT. Admittance to UTB for academic year 2014-2015 will have minimum scores for the SAT and/or ACT. Test scores must be sent to the Office of Admissions for review.

All students must comply with Texas Success Initiative Policy. Incoming freshmen who are not exempt from the state-required college readiness test must take the state-approved assessment to be eligible for enrollment.

Transfer students: If an applicant's 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.

The University of Texas at Brownsville
Resaca Plaza, 1601 Price Rd., Ste. E
Brownsville, TX 78521

STEP 4: DECLARE INTENT TO ENROLL

Admitted applicants must accept their admission offer from UTB. Once this notification has been received, the student will receive the next steps needed in order to attend mandatory orientation. Applicants can declare their intent to enroll via UTB Online.

STEP 5: IMMUNIZATION

Bacterial Meningitis

Bacterial meningitis is a serious and potentially deadly disease; applicants should consult a physician about immunizing to prevent the disease. Texas Education Code, Section 51.9192 as amended by SB 1107 of the Regular 82nd Texas legislature (passed in May 2011) establishes the requirement that all entering students enrolling in public, private or independent institutions of higher education on or after Jan. 1, 2012, must show evidence of having received an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the semester.

All entering students to the institution living on and off campus must meet this requirement and are not permitted to attend prior to submitting the required documentation.

Who is an entering student?

- All first-time students to the university
- All transfer students
- All returning students who are enrolling after a break in enrollment of a long semester (fall or spring)

Who is exempt from the requirement?

- Students age 22 or older as of the first day of the semester for which the student applies
- Students exclusively enrolled in online/distance education
- Students who are eligible to submit one of the following to the institution:
 - An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the student's health and well-being
 - An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A completed, notarized "Exemption from Immunization for Reasons of Conscience" form from the Texas Department of State Health Services (TDSHS) must be used. Students must request this form directly from TDSHS by mail or online. TDSHS will mail a hard copy of the form to students, and it may take several weeks for students to receive the form. Forms should be requested, completed, and submitted well before registration to ensure classes are not cancelled

Note: Texas Department of State Health Services (TDSHS) does not make online copies of the form available to print out, and copies of the form are not available at local health departments or TDSHS.

How to submit required documentation?

If providing a completed "UTB Proof of Immunization Compliance" form, submit to the Office of Admissions and Recruiting.

- In person: Enrollment Center @ The Tower, Main, Room 1.100 during regular office hours
- By fax: 956-882-7810
- By email: Scan and attach documents and email to admissions@utb.edu
- By mail:

The University of Texas at Brownsville
Enrollment Services Center
One West University Boulevard,
Main, Room 1.100
Brownsville, TX 78520

If providing documentation on a form provided by a physician, their designee or public health personnel (other than the UTB Proof of Immunization Compliance form), official immunization record generated from a state or local health authority or an official record received from school officials, the form

must indicate the month, day and year the vaccination or booster dose was administered and must be submitted to the Office of Student Health Services along with a \$5 processing fee.

- In person: Cortez Building
- By mail: The University of Texas at Brownsville
Student Health Services
One West University Boulevard, Cortez Building, Room 237
Brownsville, TX 78520

Other Immunizations

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. Only students who are enrolled in a course of study that involves potential exposure to human or animal blood or bodily fluids will be required to provide proof of the immunization. Proof must be presented in a letter or other suitable written certification.

Students enrolled at UTB and institutions of the UT System will assume the full cost of the immunizations. Individual schools may require other immunizations. First-time students, including transfer students, must provide a certificate signed by a health practitioner evidencing that they have been vaccinated against bacterial meningitis at least 10 days before the start of classes or provide the office with a state of Texas exemption affidavit for reasons of conscience. The [application](#) can be downloaded from the Texas Department of State Health Services [website](#). (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.

STEP 6: FINANCIAL AID

(For more detail, see the “[Financial Aid](#)” section of this catalog)

Students who need financial assistance to pay for college should visit the financial aid section of this catalog and the website for Financial Aid. Applications for financial aid should be completed prior to each semester’s priority deadline.

March 1	Priority deadline for fall semester
March 17	Priority deadline for summer semesters
Oct. 1	Priority deadline for spring semester

Note: Institutional scholarships deadline is March 1.

STEP 7: ORIENTATION AND ADVISING

All incoming freshmen and transfer students with less than 24 transferable credit hours must attend orientation at which point they will be advised and have an opportunity to register for courses. Students who fail to attend their appointed sessions will be charged a no-show/cancellation fee. For more information regarding orientation, students can visit the Office of the Dean of Students or call 956-882-5141 or visit utb.edu/orientation.

956-882-5776 • utb.edu/orientation • orientation@utb.edu

Orientation helps students successfully adjust to the undergraduate student life at the university through programming designed to enhance their academic success and personal development. Orientation seeks to improve the retention by enhancing 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. During orientation, students will meet with an academic advisor, learn how to register for classes and find out where to get academic and personal assistance.

Advising (For more detail, see the “Academic Advising” section of this catalog.)

All incoming freshman and new transfer students must meet with an academic advisor. Students can visit the Academic Advising Center in Main after completing admissions requirements. Students can call the Academic Advising Center to schedule an appointment or visit www.utb.edu/advising.

Family Members

Family members are invited to attend orientation. Basic information about university policies, housing, financial aid and student services will be covered and a tour of the campus will be provided. The family fee is \$10 per person. (The Parent/Family Program is only offered on the first day of orientation during the summer sessions.)

Registering for Orientation

The \$50 orientation fee covers expenses for the program. This fee is nonrefundable and is included in the statement of charges for the student's first semester. If the student cancels or does not show up on the date the student signed up for, there is an additional cancellation (no show) fee of \$15.

ENROLLMENT SERVICES

Enrollment Center @ The Tower • 956-882-8295 • admissions@utb.edu

ADMISSION POLICY

The standards for regular admission will be based on high school rank and scores on the Scholastic Assessment Test (SAT) or American College Testing (ACT) (see criteria below).

Criteria for Regular Admission to UTB

High School Rank	SAT Score Math and Critical Reading (max: 1600)*	ACT Composite Score (max: 36)*
Top Quarter, fall 2014	Guaranteed Admission	
Second Quarter, fall 2014	830	17
Third Quarter, fall 2014	870	18
Fourth Quarter, fall 2014	910	19

Admission to UTB is based on an overall review of high school rank, high school academic course selection and scores on standardized tests. In addition to submitting an application for admission, all requirements for admission must be met and supporting documents submitted by the appropriate deadlines for the semester for which the student has applied.

Admittance to the institution is only valid for the semester indicated on the admission application. Students who are admitted for any semester and do not register for courses (or completely withdraw from the university before the official record date) must submit a new admission application for a future semester. Any subsequent admission application that indicates a change in academic history will require submission of official transcripts and/or test scores reflecting the new changes. Any subsequent application submitted will be re-evaluated for admission.

Academic credentials

Incoming freshmen: Must submit an official high school transcript showing the high school seal and date of graduation (sent directly from the high school to the university) or a GED certificate with test scores.

The University of Texas at Brownsville
Enrollment Center @ The Tower
One West University Boulevard
Main, Room 1.100
Brownsville, Texas 78520

Transfer students: Students who have attended other colleges or universities must submit official transcripts from each institution attended. Transcripts must be sent directly from the institution to the university.

The University of Texas at Brownsville
Transfer Services
Enrollment Center @ The Tower
One West University Boulevard
Main, Room 1.100
Brownsville, Texas 78520

Undergraduate Resident Students

Residents are defined as persons or dependents of parents who have established domicile in Texas no fewer than 12 months before the official record date of the academic semester or term in which they enroll in an institution and who maintain a domicile continuously in Texas for the 12 months immediately before the official record date of the academic semester or term in which they enroll in an institution. In addition, to satisfying the domicile requirements, students who seek resident status for tuition purposes must either be 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, Section 21.21.

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 record date of the academic semester or term in which they enrolled in an institution

A person who qualifies for residency under this option and who is not a Citizen of the United States or a Permanent Resident of the U.S., in addition to the other requirements, is required to provide a signed affidavit stating the person will apply to become a Permanent Resident of the U.S. as soon as the person becomes eligible to apply.

Applicants must complete the “Core Residency Questionnaire”. Residency documents submitted must include the student’s name and address and must be dated 12 months prior to the official record date of the semester. This includes former students who have not attended for more than two long semester. Texas Administrative Code, Section 21.21, et seq.

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, nonresident of Texas or foreigner it is 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. 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.

Examples of proof of residency:

- Utility bills for the 12 months preceding the official record date
- Texas high school transcript for full senior year preceding the official record date
- A Texas driver’s license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the official record date
- Texas driver’s license or Texas ID card with an expiration date of no longer than four years
- Cancelled checks that reflect a Texas residence for the 12 months preceding the official record date
- Current credit report that documents the length and place of residence of the applicant or dependent applicant’s parent
- Texas voter registration card that was issued at least 12 months prior to the official record date
- Pay stubs for the 12 months preceding the official record date, reflecting significant gainful employment in Texas
- Bank statements reflecting a Texas address for the 12 months preceding the official record date
- Ownership of real property with copies of utility bills for the 12 months preceding the official record date
- Registration or verification from licenser, showing Texas address for licensee
- Written statements from the office of one or more social service agencies attesting to the provision of services for at least the 12 months preceding the official record date
- Lease or rental of real property in the name of the applicant or the dependent applicant’s parent for the 12 months preceding the official record date

Students entering for the first time, or students re-entering 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.

Undergraduate Nonresident and Foreign 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.

An alien who is not a permanent resident of the United States and has not been permitted by Congress to adopt the United States as domicile while in this country is classified as a foreign student.

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 and Recruiting prior to the official record date.

Waivers for Certain Nonresident Students

Students 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; inmates of the Texas Department of Criminal Justice; registered nurses in postgraduate nursing degree; 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 Recruiting and the Office of Financial Aid.

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.

International 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 Recruiting and the Office of Financial Aid. (Tuition and fees are subject to change as laws and conditions may necessitate.)

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 UT Brownsville 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 Office of Accounting and Finance 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.

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-Called to Military Duty

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-Called to Military Duty

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 Office of Accounting and Finance 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.

Change of Contact Information

To receive important university information, students must check UTB Online each semester to update their contact information, including home address and telephone numbers. Since all official university communications are sent to the student’s UTB email address there is no need for the student to update it. Students will not be excused from penalties on grounds of not receiving communications if their new home address or phone number was not reported or updated.

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 and Recruitment in Main, Room 1.100. Students who wish to change their name, correct spelling or change the sequence of their name on their permanent academic record 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 their 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.

TRANSFER SERVICES

Main, Room 1.100 • 800-471-4253 • transfer@utb.edu

Transfer Application Step-by-Step Process

If a student is not a U.S. citizen or permanent resident, the student must apply as an international applicant for admission.

- Complete UTB Transfer Application for Admission online.
- Submit official transcripts preferable electronic format to:
The University of Texas at Brownsville
One West University Boulevard
Transfer Services
Main, Room 1.100
Brownsville, TX 78520

Unofficial transcripts will not be accepted. Examples of unofficial transcripts: Faxed, printed copies and/or PDF academic records brought in by the student.

- Submit proof of vaccination against [bacterial meningitis](#).
- Submit proof of residency requirements.

Transfer Student Orientation

All accepted transfer students are required to attend Orientation. Transfer students with fewer than 24 college credits must attend on-campus Orientation, students with more than 24 credit hours can attend online Orientation. Students with fewer than 24 college credits and declaring a completely online program will attend online Orientation. After completing the orientation, students with less than 24 SCH will be required to meet with an academic advisor prior to registering for classes.

Transfer Admission Requirements

To be considered for admission to UTB as a transfer student, the student who has earned less than 24 transferable semester credit hours must meet the following requirements:

- Must meet the freshman admission requirements, including SAT/ACT scores
- Must have a minimum 2.00 GPA on college work from last institution attended; only courses with C or better are eligible for transfer

- Be in good standing with the last college or university attended

The student who has earned 24 or more transferable semester credit hours must meet the following requirements:

- Must have a minimum 2.00 GPA on college work from last institution attended; only courses with C or better are eligible for transfer
- Be in good standing with the last college or university attended

Students who do not meet these requirements may be eligible for conditional admission. Students can contact the Office of Transfer Services for further information.

Students with dual enrollment credit only are required to apply as a first-time freshman.

Note: Any prospective applicant who does not hold U.S. citizenship or U.S. permanent residency status will be required to apply for admission as an international applicant.

Transfer Conditional Admission Acceptance

Applicants who fail to meet the transfer admission requirements, but show promise of successfully completing course work from previous attended institutions, may be admitted on probationary admission by the Transfer Admission Committee.

The denied transfer admission applicants must provide the following in order to have their admission file reviewed for admission entrance:

- Submit a personal statement indicating why they should be granted admission.
- Provide two letters of recommendation from either a previous professor or academic advisor. Proof of extracurricular activities (academic/social) and leadership roles.

All of the above required information must be submitted to the Transfer Services, before the Transfer Admission Committee can re-evaluate the applicants file for acceptance.

Applicants, who are admitted by the Transfer Admission Committee, will be placed on admission probation in which the applicant must maintain a grade point average of at least 2.0 in the first 12 semester hours, in order to be granted regular admission into UTB. Students who fail to maintain a 2.0 GPA will be automatically withdrawn from UTB.

The decision of the Transfer Admission Committee is final. Please direct any question to the Transfer Services, Main, Room 1.100

Transfer Credit

Transfer credit is generally awarded for academic courses completed at regionally accredited or nationally recognized institutions or from institutions that are candidates for regional accreditation if the credit was earned during the candidacy period. In general, only academic courses that are comparable in content to those offered at UTB are transferable. Whenever possible, equivalent course numbers are given; if there are no numerical equivalents, generic (TR) credit is given. Only courses with grades of C or better are evaluated. Exception to this rule is the completion of general education core or completion of individual core categories.

An accepted transfer student has the opportunity to request a petition for that course's credit by completing a Transfer Credit Petition Form located in Transfer Services, Main, Room 1.100.

Transfer Admission Applicant with Foreign Educational Course work must have their transcripts evaluated from one of the following agencies:

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: 212-966-6311
Fax: 212-739-6100
Website: wes.org

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400
Fax: 414-289-3411
Email: eval@ece.org
Website: ece.org

Span Tran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: 713-266-8805
Fax: 713-789-6022
Email: info@spantran-edu.org
Website: spantran-edu.org

The Trustforte Corporation
271 Madison Avenue
Third Floor
New York, New York 10016

Telephone: 212-481-4870
Facsimile: 212-481-4971
Website: trustfortecorp.com

Texas Common Course Numbering System is used to validate courses that will be transferrable to UTB's common course system with other respective Texas academic institutions. No petitions are permitted to dispute UTB's Texas Common Course Numbering System. Information regarding the Texas Common Course Numbering System is available at tcnns.org. College Level Examination Program (CLEP) – see the “[Credit by Examination](#)” section of this catalog.

Transient Students and Transfer of Credit

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

Non-Degree Seeking Transient Application Procedures

The following must be submitted to Transfer Services:

- A completed transient admission application or submit a complete ApplyTexas application, by the applicable deadline for selected semester/term.
- Official transcript and transient form signed and dated by an authorized official of the home institution stating proof of good academic standing.
- Applicants who fail to meet the application deadline will be required to pay the application late fee of \$15.
- Once the application is on file, UTB Online should be monitored until application is complete.
- Transient students will not be required to attend orientation, due to their non-degree seeking status.

Transfer Student Outreach, Incentives and Transfer of Credit

UTB welcome application for admission from transfer students who are in good academic standing at other institutions of higher education. Moreover, UTB strives to enable transfer students to blend their college experiences seamlessly – and without financial penalty.

Credit for Life Experience

In the case of the Bachelor of Applied Arts and Sciences (B.A.A.S.), credit may be granted through Council for Adult and Experiential Learning (CAEL). More information is available at cael.org.

Some courses will not transfer:

- Precollege courses, such as developmental reading, writing and mathematics
- Courses that are not approved as part of the Texas Workforce Education Course Manual or 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.)

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 lower-division courses:

(a1). 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.

(a2). 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.

(a3). 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.

(a4). 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 Commissioner of the Texas Higher Education Coordinating Board 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 involve students and institutions.

(b). Questions concerning the evaluation of transfer credit should be referred to the Transfer Services. UTB students who have difficulty having the UTB credit accepted at other Texas public institutions should contact the Office of the Registrar at UTB for initiation of the transfer dispute resolution process.

Off-campus Teaching Site Students

The Office of Off-Campus Teaching Sites (OCTS), serves as a central point for the coordination of off campus programs and course offerings.

Off-Campus undergraduate students must apply for admission to UTB using the ApplyTexas.org online application. Off-Campus students must follow the same admission process as regular on-campus students. If the applicant is transferring from another institution they must meet the transfer admission requirements. Off-Campus students must also complete a mandatory online orientation, if they have earned less than 24 SCH.

Off-Campus students must comply with the mandatory advising session before registration for the next semester will be cleared. Off-Campus students must also meet Student Academic Standing (SAS) requirements, as do on-campus students.

Representatives from the Offices of Admissions, Financial Aid and Veterans are also available to assist students at the Harlingen MITCE twice a month.

Assessment of Student Programs and Services

The efficacy and adequacy of student programs and services is evaluated via several channels. Each division utilizes various assessment methods to develop and improve facets of its programs and services. Assessment results include information regarding student needs, satisfaction, and outcomes as well as campus environment and culture. Assessment results are utilized in strategic planning, policy development and decision making.

FINANCIAL AID

Main, Room 1.100 • 956-882-8277 • www.utb.edu/financialaid • financialaid@utb.edu

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, and scholarships. For specific work study opportunities, visit the [work-study](#) web page found at the [Office of Financial Aid website](#).

Students are encouraged and, in some cases, required to complete the “Free Application for Student Aid” (FAFSA) if they wish to be considered for some of the scholarships offered at UTB. 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 file a statement that the student has registered or is exempt from selective service registration in order to be eligible to apply for federal financial aid. In addition, effective Jan. 1, 1998, the selective service requirement is also applicable to students applying for financial assistance funded by State revenue.

Students are required to maintain certain scholastic standards in order to continue receiving certain financial aid. See the “Undergraduate Satisfactory Academic Progress (SAP) Standards for Financial Aid” section for more information.

Cost of Attendance

The Cost of Attendance (COA) is an estimate of what it costs the typical student to attend UTB for a given period of time, and includes the following components: tuition and fees, books and supplies, room and board, transportation, and personal and miscellaneous expenses. Standardized costs of attendance are established each year and are applied to applicants in similar situations. This means that students with similar circumstances will receive the same allowances for each component included in the cost of attendance. Students may request a cost of attendance evaluation by providing current documentation of expenses with a written explanation of unusual circumstances to the UTB Office of Financial Aid. For an academic year, the most common costs of attendance at UTB can be found at the [Office of Financial Aid](#) website.

Scholarships/Fellowships

The University of Texas at Brownsville offers a number of scholarships to undergraduate and graduate students including endowments that are administered by a college or program. Scholarships are made available to students each semester through generous donations to help students alleviate some of the financial burden of higher education.

The eligibility criteria, deadlines, and application process vary from program to program. Scholarship eligibility criteria include admission into a degree program, enrollment in course work leading to the degree, reasonable progress in the degree program, good academic standing, GPA, and in some cases personal statements. There are additional specific qualifications for scholarships in various areas of study.

Students are encouraged to contact their college dean, program office, and the Office of Financial Aid to obtain information about eligibility criteria and scholarships awarded in the student's area of study. More information about these scholarships is available on the [Scholarship](#) website.

Other Scholarships are available from private organizations not affiliated with UTB. As private scholarships become available, these opportunities are advertised online. Students should frequently review the [Latest Scholarship Opportunities](#) site for an updated list.

The Top 10 Percent Scholarship is available to students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education. To qualify for this scholarship, students must meet all eligibility and ranking criteria as defined by the [Texas Education Code, Sections 56.481-56.492](#). Additional information can be found at the [College for All Texans](#) website and [UTB State Programs](#) webpage.

Distribution of Financial Aid Fund

Eligible financial aid funds are applied to the student's university account and outstanding tuition and fee charges are deducted from their awards. If excess funds are owed to the student, a financial aid refund will be processed. Students can obtain their refund through direct deposit or a manual check will be mailed to their mailing address. Direct deposit to a student's bank account can be set up online. Refunds are typically made available to students during the first week of school.

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 record 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 adds/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 it results in a decrease in total credit hours enrolled, financial aid funds may need to be returned to financial aid programs and students may owe institutional charges to the university. Students should check with a financial aid advisor in the Office of Financial Aid before making schedule changes. Please see section on Return of Title IV funds.

Some awards, including Pell Grants, are adjusted based on the number of hours enrolled at the end of the official record date. Other awards, including student loans, may no longer be disbursed if students drop below half-time status. Students should also be aware that changes to enrollment status for a specific semester may impact their eligibility for future semesters.

If the financial aid eligibility is increased and a credit remains after the revised tuition and fees are determined, the available balance will be deposited to the student's bank account or a manual check mailed to their home address. If the financial aid package is reduced and the student owes an outstanding amount to the institution, the student is responsible for promptly paying the amount due in full. In general, students dropping below half-time status on or before the official record date are ineligible for most forms of financial aid. Students completely withdrawing from the institution may be required to repay awards or tuition balances in accordance with the Title IV Returns policy. Student reducing enrollment status after the official record date should refer to the "Undergraduate Satisfactory Academic Progress (SAP) Standards for Financial Aid." Students completely withdrawing from the institution, before or after the official record date, should also refer to the "Procedures for Return of Title IV Funds."

Repeated Coursework Restrictions on Title IV Aid

Students may only receive federal financial aid funding for one repetition of a previously passed course. This change in regulations became effective through the Program Integrity Rules adopted by the U. S. Department of Education effective July 1, 2011.

A course may be repeated with Title IV eligibility one time after a successful attempt. The third attempt of a successfully completed course cannot be included in the enrollment status for Title IV funding. The semester budget will be adjusted to exclude the repeated course and Title IV funds will be reduced in accordance with the adjusted enrollment status. Affected students will be notified via UTB email of the change in enrollment status and the corresponding reduction in aid.

All repeated courses will affect financial aid satisfactory academic progress calculations. A repeated course along with the original attempt must be counted as attempted credits.

Examples of repeated coursework that may count for financial aid eligibility:

- Included: Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade.
- Included: Repeated coursework due to the academic requirements of the program. Degree plans may require repetition of specific coursework which involves different or more advanced course content each time they are taken. Examples are, but not limited to, music performance, thesis and dissertation courses, independent study, special topics and seminars and developmental coursework.

Examples of repeated coursework that may not count for financial aid eligibility:

- Excluded: Repeated coursework requires a minimum grade to be applied to the student's degree plan. Student may repeat the course once in an attempt to attain the minimum grade.

- Excluded: Any course attempted for the third time if the course has received a passing grade of D or better.

Treatment of repeated coursework:

- No Impact: Student is enrolled in 15 credit hours which includes 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credit hours which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
- Impact: Student receives a D in a course and decides to repeat the course to improve their GPA. The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility. In this example, the student is enrolled in 12 credit hours, including the 3 credit second repeat, so only 9 credits will count for financial aid eligibility.

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 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 the 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, or as reported by the professor
- If the institution determines that the student left without notification because of an illness
- 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.

Failure to Earn a Passing Grade

If students fail to earn passing grades in all classes during the semester, the institution will assume they withdrew unofficially. The return of Title IV funds calculation is processed and students are informed of the

amount they owe. If students withdraw prior to completing 60 percent of the semester, students may owe funds to the Title IV financial aid programs or the institution itself. 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, to make payment arrangements. Students are responsible for payment of any institutional charges or Title IV financial aid funds. Failure to make 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
- 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.

[Undergraduate Satisfactory Academic Progress \(SAP\) Standards for Financial Aid](#)

TESTING

Resaca Plaza, 1601 Price Rd., Suite E • 956-882-8875 • utb.edu/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 has developed and validated and for which norms have been established. UTB 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 at 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 satisfy in residence requirement (see Residency Requirements)
 - 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 be repeated contingent on the test program’s retest policy.

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

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) is a state-legislated program designed to improve student success in college. Prior to college enrollment, TSI requires students to complete an assessment to diagnose their basic skills in reading, mathematics and writing.

While the Texas Success Initiative is a statewide program, the university can only address the needs of incoming or current students at UT Brownsville. For TSI questions related to another institution, information can be obtained from the institution directly.

TSI Exemptions

A student is exempt from all TSI requirements under any one of the following conditions. Exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course. Exemptions are granted to -

- A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
- A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
- A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member 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.
- A student who is a non-degree-seeking student.

A student is exempt from one or more TSI requirements under the following conditions. SAT, ACT, TAKS, and STAAR scores used to support an exemption must be less than five years old. Exemptions are granted to students who earned the following scores -

- ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.

- SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
- TAKS: on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment for those corresponding sections.
- STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment for the mathematics section.

If the student's TAKS, SAT, ACT or STAAR scores exempt them from one or more sections of the test, they do not have to take that section. For example, if the student is exempt from taking the TSI math section, but not reading and writing, they will only need to take the reading and writing sections. Some students will need to take one or two sections, and some will need to take all three sections (reading, writing, and math.)

The TSI Assessment

Students who are not exempt from TSI requirements must take the TSI Assessment. The TSI Assessment is designed to help the university determine if the student is ready for college-level course work in the areas of reading, writing, and mathematics. If the student's scores fall below the minimums, the TSI Assessment will also help determine what type of intervention will best help them succeed.

The minimum TSI Assessment scores required to satisfy TSI requirements at UTB are:

- Reading: 351
- Mathematics: 350
- Writing: Essay Score of 5 *or* Essay Score of 4 **and** Multiple Choice of 363

The goal of the test is to provide detailed information regarding the student's academic strengths and weaknesses. It is comprised of multiple-choice questions and an essay section. The assessment is untimed and computer-adaptive, meaning that questions increase or decrease in difficulty level depending on how the student responds. Once the student has completed the assessment, their scores and information on their proficiency will be provided immediately.

The Office of Testing administers the TSI Assessment year round on a weekly basis. Contact the office at 956-882-8875 for an up-to-date listing of test dates and times.

Required Pre-Assessment Activity

Students are required to complete a Pre-Assessment Activity prior to attempting the TSI Assessment. Students can access the Pre-Assessment Activity at <http://gemini.utb.edu/ode/newtsi/> . Students must present proof of having completed the Pre-Assessment Activity prior to taking the TSI Assessment.

ACADEMIC ADVISING CENTER

Main, Room 1.400 • 956-882-7362 • utb.edu/advising • academicadvising@utb.edu

The mission of the Academic Advising Center is to empower and encourage students to be proactive in taking charge of their educational, career and life goals through collaborative efforts with students, staff, and faculty. Academic advising is an ongoing planning process for students. Beginning when students are incoming freshmen, academic advising provides opportunities for students to explore and develop programs of study and career interests. Through the academic advising relationship established between students and academic advising specialists, students are encouraged to:

- Learn about University academic policies and procedures regarding:
 - Texas Success Initiative (TSI)
 - Transfer and new student requirements
 - Academic Standing requirements
 - Graduation requirements
- Learn about educational opportunities and degree requirements for:
 - Bachelor's degree programs (four years)
 - Majors and minors
 - Teacher certification
 - Professional school (prelaw, premed, etc.)
 - Graduate school

Increase students' involvement, persistence and retention toward the successful completion of academic programs of study by familiarizing students with University resources and academic support.

Advantages of Academic Advising

Academic advising is one of the most important services that a college campus can offer. Academic advising at UTB is an educational partnership between an academic advising specialist and a student designed for student success. Research literature on student retention suggests that a very important factor in a student's decision to remain enrolled in college is establishing a connection with a significant person within the university. An academic advising specialist can help a student make the transition from high school, community college, or workforce to university life and navigate as smoothly as possible through its many challenges and adventures.

By providing critical information regarding university policies and procedures, an academic advising specialist can help students make essential decisions about their academic career. An academic advising specialist can provide important information regarding programs of study, degree requirements and critical campus resources available to students. Visiting with an academic advising specialist every semester can pave the way for student success and ensure that the student meets their ultimate goal—graduation. All students at UTB are strongly encouraged to visit with an academic advising specialist each semester. For some students, advising is mandatory. This means that a hold may be put on the student’s ability to register until they see an academic advising specialist. Please see the UTB Academic Advising Center website for more information on mandatory advising groups.

Early Alert

Early Alert is a retention initiative designed to identify students who are academically at risk. The purpose of this program 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 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 advising specialists may refer students to other campus support services for further assistance.

Program of Study Declaration (major or minor)

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 advising specialist at the Academic Advising Center or at one of the school/college locations. Students must complete an official declaration of major by the time they have completed 30 credit hours of college-level courses. Students may normally pursue no more than one degree at any given time. (For exceptions, students can consult their academic advising specialist or the Office of the Registrar.) To change a program of study or a minor, students must see an academic advising specialist at the Academic Advising Center or at one of the school/college campus locations.

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. The declaration also helps academic departments have a better idea of who their students are so they can then provide better services such as group advising, course scheduling, faculty mentoring 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?

Advising specialists are available to help students clarify their educational goals and career objectives.

REGISTRAR

Main, Room 1.100 • 956-882-8254 • registrar@utb.edu

Registration Process

To attend classes, students must first register for the courses they are eligible 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](#) for each semester or term. Information about registration procedures and deadlines may be obtained from the Enrollment Center @ The Tower, Main Room 1.100 the Office of the Registrar, 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.
- Attend mandatory advising session.

Registration Methods

Students may register for classes through [UTB Online](#). Students encountering problems with registration are encouraged to contact the, the Office of the Registrar in Main, Room 1.100 at 956-882-8254, or the Academic Advising Center in Main, Room 1.400 or 956-882-7362.

Registration for Students with Disabilities

Students with disabilities who need help with registration may contact Disability Services for assistance. Students who need special services throughout the semester or term are advised to inform Disability Services several weeks before classes begin. More information about [Disability Services](#) can be obtain at their location in Cortez, Room 129 or via phone at 956-882-7374.

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:

- On or before the official record date: 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

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

Students can add or drop classes through UTB Online or in person at the Office of the Registrar, Main, Room 1.100. Students are responsible for ensuring that their requests are processed by the specified deadline.

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 record. The deadline to withdraw with a grade of a W is specified on the [Academic Calendar](#) for each semester or term. Students who do not withdraw before the deadline may not be assigned a grade of W.

Students can withdraw from all classes through UTB Online or in person at the Office of the Registrar, Main, Room 1.100. Students are responsible for ensuring that their requests are processed by the specified deadline.

NOTE: 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 may result in a W on students’ permanent records (see section on “Administrative Withdrawal”).

Administrative Withdrawal

This Administrative Withdrawal Policy is effective for all students enrolled in undergraduate level courses. Students who miss more than 50 percent of an undergraduate course meetings and/or required activities during the first 25 percent of the course duration may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic department or academic advisor is provided.

In addition, this Administrative Withdrawal Policy is subject to the following provisions. The Administrative Withdrawal Policy must be included in the course syllabus with specific language about the policy (recommended language is listed below). Students must be informed that their administrative withdrawal may have a negative impact on their Academic Standing, Financial Aid Satisfactory Academic Progress, Financial Aid awards and/or student visa status.

The course instructor first attempts to contact students about attendance and academic progress. If that does not resolve the problems, then the instructor may refer students to Early Alert for follow-up by academic advisors to assist students.

The course instructor initiates the administrative withdrawal process with a request to the Office of the Registrar to administratively withdraw a student. The request must indicate whether the student had some attendance or no attendance in the course. The course instructor has the right to stop the process at any time.

Administrative withdrawal will take place after the official record date (ORD) of the term. Students who are administratively withdrawn from the course will not be eligible for a tuition refund.

Departments may establish an Administrative Withdrawal Policy more restrictive than provisions outlined in this policy. It is the responsibility of the departments to communicate their policy to their students and put this information in the course syllabus.

Verification of Enrollment

Verifications of enrollment and degrees, including student loan deferments, are provided by the National Student Clearinghouse, on behalf of UTB, that documents in written form, the enrollment status of a student for a particular term. Verifications can be provided for the current semester, as well as any previous semesters, in which the student was enrolled at UTB. There is a fee for enrollment verifications requested.

NOTE: Documents received by the Office of the Registrar become property of UTB and cannot be returned to students.

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 by using www.getmytranscript.org.

Unofficial Transcripts

Unofficial transcripts list all of students' coursework, but do not include the institution's name, seal or signature of the registrar and are free of charge to students. Unofficial transcripts will be distributed only to 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) to the Office of the Registrar before the unofficial transcript is released.

NOTE: Current students may print their unofficial transcripts by using [UTB Online](#). The unofficial transcript copy will not include degree information.

Graduation Application

Degrees are not normally 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 nine months prior to graduation:

- March 1 for December degree posting and ceremony
- August 1 for May degree posting and ceremony
- November 1 for August degree posting and ceremony

Students should obtain an official degree audit one year prior to their expected graduation date to avoid graduation conflicts. 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.

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:

- Must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later
- Must request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution
- Must have been a resident of Texas and must have been entitled to pay resident tuition at all times while pursuing a degree
- Students who enrolled for the first time in fall 2005 or later 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. They must also 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 the 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 record 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 will not be counted. For students concurrently earning a bachelor's degree and a Texas teaching certificate, required teacher-education courses will not be counted to the extent that they are over and above the free electives allowed in the bachelor's degree program.

- If the student enrolled for the first time in fall 2005 or later, graduate 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 Board to require more than four years to complete.

If the student has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated, Hours attempted shall include:

- Transfer credits
- Course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted)
- Course dropped after the official census date
- Optional internship and cooperative education courses
- Repeated courses

Hours attempted shall not include:

- Course credit that is earned to satisfy requirements for a Reserve Officers' Training Corps (ROTC) program but that is not required to complete the degree program
- Course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school
- Course dropped for reasons that are determined by the institution to be totally beyond the control of the student
- For students concurrently earning a baccalaureate 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 baccalaureate 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, Main, Room 1.100](#) 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.

VETERANS SERVICES

Main, Room 1.100 • 956-882-8980 • veteranservices@utb.edu • utb.edu/veterans

The Veterans Services is available to help all eligible veterans or dependents of veterans attending or planning on attending UTB to obtain financial assistance and information about veteran benefits. Applications may be turned in to the Veterans Services or submitted online. Veterans Services works with the Texas Veterans Commission on the Veterans Education Counselors Program to promote and support veteran's educational opportunities (Texas Government Code, Section 434.302).

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 (REAP)

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

Credit for Life Experience

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. Transfer Services can assist students in this process.

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 Services 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 of 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 Veterans Services at 956-882-8980.

VETERANS UPWARD BOUND PROGRAM (VUB)

Student Union, Room 2.28 • 956-882-7127 • VeteransUpwardBound@utb.edu • utb.edu/em/vub

The Veterans Upward Bound Program is funded by the U.S. Department of Education and serves the educational needs of all eligible veterans in the Cameron County Area. The following are requirements veterans must meet to participate:

- Having more than 181 days of active duty (more than 30 days for a member of the Reserves or National Guard under Title 10 orders on or after Sept. 11, 2001) or having been discharged or released from active duty because of a service-connected disability (active duty time does not apply).
- Having a discharge other than dishonorable
- Being a first-generation college student and/or 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.

The program supports veterans' participation at no cost through:

- Pre-assessment and post-assessment testing in mathematics, reading and writing
- Identification of academic strengths and academic needs
- Supportive services needed to obtain a high school diploma or GED certificate
- Assistance with college enrollment college admission and course selection
- Financial aid application assistance
- VA benefits application process (Chapter 30, 31, 33, 1607 or Hazlewood Act)
- Instructional support and tutoring necessary for success in a postsecondary program of study
- Financial literacy.
- Access to an exclusive computer lab with free printing and copies.
- Laptops and calculators are available as loaners.

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 undergraduate courses (i.e., course numbers beginning with either 0,1,2,3 or 4) will be assessed regular tuition rates. The residency status of students determines the rate that is charged for tuition. See the [“Tuition and Fees”](#) webpage for additional information. Students enrolled in graduate courses 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 undergraduate 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 calculated and entered by the Office of Accounting and Finance.
- Students enrolled in courses at UTB 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 calculated and entered by the Office of Accounting and Finance (Texas Education Code, Section 54.011).
- International students will be assessed tuition at the nonresident tuition rate. See the [“Tuition and Fees”](#) webpage [for additional information](#).

Listing of Tuition Rates and Fees

In addition to tuition by credit hour, students' charges include a variety of fees. Some fees are for all students while others are applied only toward particular courses. For a complete listing of tuition rates and fees, visit the [“Tuition and Fees”](#) webpage at for additional information.

Tuition Incentive: Flat-rate Tuition

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

Tuition Incentive: Discount for Nonpeak Hours

UTB offer a 25-percent discount for tuition for classes that begin on or before 7 a.m. Monday through Friday and for Saturday classes. A 10-percent discount for tuition is also offered for courses where the majority of the course (greater 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 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 Office of Accounting and Finance. Money will remain on account until such time as students graduate or officially withdraw from UTB. 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 [Tuition and Fees website](#).

EMERGENCY LOANS

The execution of “Emergency Loan Applications” and the “Promissory Note” will now be completed and submitted by students online via the Office of Accounting and Finance’s [Emergency Loan](#) webpage. A link for the application and loan will be available on the Office of [Accounting and Finance](#) website on the assigned days for early and late registrants. (Availability is 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, and other penalties and actions allowed by law.

Students are expected to pay all 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 and agreed upon by the Office of Accounting and Finance. All tuition and fee payments must be received at the Office of Accounting and Finance 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 by contacting the Office of [Accounting and Finance](#). 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 online during the fall and spring semesters to pay for tuition and fees. To qualify, students must have the following requirements.

Qualifying for Installments

To qualify, students must:

- Be current students at UTB

- Be free of any outstanding financial balance with UTB
- Be registered for a minimum of three credit hours
- Be in good academic standing
- Have a history of on-time payments
- Not be in default of federal loans
- 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 online

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 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. Payments made after the installment payment plan due date are subject to a late fee of \$5 and a \$25 reinstatement fee.

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 re-admission to the institution
- Withholding official transcripts
- All penalties and actions authorized by law

NOTE: 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 AND SET-ASIDE

Tuition Set-Aside

The university will notify students on their tuition statement of charges 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 university. This is in accordance with [Texas Education Code](#), § 56.014.

Electronic Billing

Electronic billing is the official method for billing all enrolled students. Billing statements are updated daily. Students are notified at their assigned UTB email address when the statement is available for viewing. The UTB email is the official university method of communication with the student. It is the student's responsibility to check and responsibly manage their student email account so that important information can be received.

As billing statements are available online, failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Actions and charges that result from failure to pay charges on time or to respond to a cashier's office message regarding a student account are the student's responsibility.

PAYMENT TYPES ACCEPTED

In Person

- 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)

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 Office of Accounting and Finance on or before the payment deadline date.

By Mail

Payment Mailing Address

The University of Texas at Brownsville
Office of Accounting and Finance
P.O. Box 3640,
Brownsville, TX 78520-3640

When a 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 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.

By Fax

Visa and MasterCard payment information may be faxed to the Office of Accounting and Finance 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 Office of Accounting and Finance for this information:

- Student's name
- Student UTB ID
- Type of credit card
- Amount and semester paying for
- Address and zip code
- Credit card number with expiration date
- Printed name of credit card holder and signature of credit card holder
- Students' telephone number

By Internet (online)

- Logon to UTB Online

- Username and password
- Click on Make a Payment

Forms are available seven days a week (except scheduled downtimes).

REFUND POLICY

Refund policies are state-mandated and strictly enforced. The policies below apply to undergraduate and graduate courses.

Complete Withdrawal

Students who completely withdraw 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 May, summer and winterterm 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 the Enrollment Center at Main, prior to withdrawing from all courses, or refer to the Office of Admission and Recruiting section of this catalog.

Dropping Courses

Undergraduate 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:

- 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 Mini-courses or Flex-entry Courses

Students who officially withdraw or drop mini-courses 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, the Office of Accounting and Finance must be consulted for the refund schedule.

REQUIRED FEES FOR ALL STUDENTS

Fee	Amount
Student Services Fee	\$12 per semester credit hour
	\$150 maximum, prorated for May Session
Records Fee	\$10 per semester
Academic Advising Fee - undergraduates	\$50 per semester
Academic Advising Fee – graduates	\$25 per semester
Library Fee	\$5 per semester credit hour
International Education Fee	\$2 per semester
Medical Services Fee	\$24.20 per semester
	Pro-rated to \$12.10 for each summer session, unless session is more than three weeks
Student Recreation Fee	\$79 per semester
	Pro-rated to \$39.50 for each summer session, unless session is more than three weeks
Athletic Fee	\$7 per semester hour
Technology Fee	\$45 base rate to increase by \$12 per semester credit hour
Other fees	

Graduation Fee	\$20
	Upon occurrence for first time admissions - undergraduate
Add/Drop Fee	\$5
	Per course, per semester fee is assessed to defray the costs of adding and dropping courses during the add/drop periods.
Emergency Loan Late Payment Fee	\$15
	For every 30 days payment is late
Installment Payment Fee	\$22.50
	Available only during fall and spring semesters for undergraduate and graduate students
Late Admissions Application Fee	\$15
	Assessed to each application submitted after the posted deadline
Late Graduate Application Fee	\$15
	Assessed to each application submitted after the posted deadline
Late Payment Charges – Installments	\$5
	See Installment Payment for more information
Late Registration Fee	\$30
Check Stop Payment Fee (per request)	\$15
Delinquent Accounts (balances over \$75)	\$15 per month
Parking Classifications	
Faculty, Staff, Students (annual fee)	\$60
Disabled Students Permit	No charge
Disabled veterans Permit	No charge
Afternoon Students (1-4:30 p.m. only)	\$6
Replacement Permit Fee	\$1
Distance Education Fees	
UT Telecampus Web-Based Fee	\$80 per semester credit hour
Web Based or Interactive Video Fee	\$20 per semester credit hour
Telecourse Fee	\$25 per semester credit hour
Virtual College of Texas Fee	\$25 per semester credit hour
Distance Education Fee Waiver	
Students who are taking all online courses and who live outside the institution service area (Cameron and Willacy Counties) will be waived certain fees. Below is a list of fees to be waived:	
International Education Fee	\$2
Medical Service Fee	\$20
Student Recreation Fee	\$79

TUITION AND FEES EXEMPTIONS SECTION

As a state-sponsored institution of higher education in Texas, UTB is authorized to award partial tuition, fee, book cost or housing fee exemptions to students who qualify.

The Texas Higher Education Coordinating Board administers various tuition assistance programs including programs for teachers and vocational nursing students. Further information about these programs may be obtained from the Office of Student Financial Assistance.

Effective Fall 2013, all Texas public institutions of higher education will be required to comply with new legislation passed by the Texas Legislature. Section 54.2001. Continued Receipt of Exemptions or Waivers has been added to the Texas Education Code. In order to continue receiving certain waivers and exemptions, graduate and undergraduate students must now meet the University's grade point average requirement for making satisfactory academic progress toward a degree or certificate, in accordance with the institution's policy regarding eligibility for financial aid. In addition, hours considered excessive under Texas Education Code, Section 54.014 Tuition for Repeated or Excessive Hours, may not be eligible for exemption.

Office of Student Financial Assistance

- Adopted Students Formerly in Foster or Other Residential Care
- Blind/Deaf Student Exemption Program
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Exemption for Students Enrolled in Courses for Dual High School and College-Level Credit
- Exemption Program for Clinical Preceptors and Their Children
- Exemption Program for Children of Professional Nursing Program Faculty and Staff
- Exemption for Peace Officers Enrolled in Law Enforcement or Criminal Justice Courses
- Children of Disabled or Deceased Firemen, Peace Officers, Game Wardens, and Employees of Correctional Institutions
- Exemption of the Surviving Spouse and Minor Children of Certain Deceased Public Servants
- Firefighters Taking Fire Science Courses
- Exemption for Highest Ranking High School Graduate
- Senior Citizen, 55 or Older, Tuition Assistance Program *
- Senior Citizen, 65 or Older, Free Tuition for 6 Credit Hours *

*These programs are processed after the official record date (ORD) of each term.

Veterans Services

If a student has a parent or is the spouse of a veteran of the U.S. Armed Forces, Texas National Guard, or Texas Air National Guard who died as a result of service-related injuries or illness, is missing in action, or became totally disabled for purposes of employability as a result of service-related injury or illness, they might be eligible for the following exemption and program.

- Exemption for Texas Veterans - Hazlewood Exemption (Includes the Legacy Program)
- Military Tuition Assistance Program

To obtain an exemption for any of the above programs, students must file an approved application with the [Office of Student Financial Assistance](#) or the [Veterans Services](#) at least three weeks before registration. Criteria and application process for each of these exemptions can be found at the [College for All Texans](#) website.

Tuition Waiver for Residents

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

Tuition for Residents of Mexico: 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. Regular application deadlines for the Mexican National Tuition Waiver are July 1 for the fall semester, Dec. 1 for the spring semester and May 1 for the summer terms. Interested students should contact the [Office of Global Engagement](#), Main, Room 1.308, or call 956-882-7092.

NOTE: Students qualifying for tuition waivers continue to be classified as non-residents or as international students for residency purposes.

Tuition for Excessive Hours

As authorized by state law (Texas Education Code, § 54.014(f)), a student who pays resident tuition rates and who attempts hours that exceed a designated limit will be charged a higher tuition rate of \$50 per semester credit hour or nonresident tuition rates. The designated limit for a student who initially enrolled in an institution of higher education in fall 1999 through summer 2006 is 45 credit hours beyond the required hours for the student's declared degree program. The designated limit for a student who initially enrolled in an institution of higher education in fall 2006 or later is 30 credit hours beyond the hours required for completion of the student's degree program.

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

Semester credit hours earned by the student 10 or more years before the date the student begins the new degree program under the Academic Fresh Start Program of the Texas Education Code, § 51.931.

- Semester credit hours earned by the student before receiving a bachelor's degree that has previously been awarded to the student
- Semester credit hours earned by the student before receiving a baccalaureate degree that has previously been awarded to the student
- Semester credit hours earned by the student by examination or similar method without registering for a course
- Semester credit hours from developmental courses, workforce education courses or other courses that would not generate academic credit that could be applied to a degree at the institution if the course work is within the 30-hour limit at two-year colleges and the 18-hour limit at general academic institutions
- Semester credit hours earned by the student at a private institution or an out-of-state institution
- Semester credit hours not eligible for formula funding

Tuition for Repeated Hours: \$50 per semester credit hour added

For those students enrolling in a course that is the same as or substantively identical to a course for which the student had previously completed, after the second attempt will be charged \$50 per semester credit hour for the repeated course. Fee is in accordance with Texas Education Code, Section 54.014(f) of the Texas Higher Education Code. More information is available at the Office of Accounting and Finance at 956-882-8202.

STUDENT SERVICES AND CAMPUS LIFE

ATHLETICS

Garza Gymnasium • 956-882-8217 • utb.edu/athletics

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, cross country for men along with soccer, golf, cross country 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, its administrators and coaches to provide a competitive and disciplined environment that will support success. Student-athletes are given support for academic planning, tutoring, 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 • 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.

The Department of Campus Police provides law enforcement services and is responsible for the protection of life and property on campus. The primary goal of the Campus Police is the safety of the university community, which includes students, employees and visitors. In order to accomplish this goal, the department is open 24 hours a day, 365 days a year, including holidays. The Campus Police is staffed with trained and certified communications officers who answer calls for service and dispatch officers as needed. These calls are recorded and preserved, as are dispatch radio transmissions and patrol responses. The department also has emergency phones on campus to provide direct connection to the Campus Police.

The Campus Police publishes an annual report on any crime that affects the campus community. This report is in compliance with the [Jeanne Cleary Act](#). The report is available on the Campus Police website.

To park on campus, students must purchase an academic-year parking permit. The Campus Police staff monitor the university parking lots and cite any vehicle that does not display a parking permit. The Department of Campus Police also has a duty to enforce state parking regulations in regards to disabled parking spaces and fire lanes. For the occasional stranded motorist, the Campus Police can provide battery jump-starts and door unlocks. The department is also happy to provide police escorts on availability to anyone that feels unsafe going to and from their vehicle. Campus police enforce the Texas vehicle inspection laws for vehicles parking or driving on campus ([Texas Education Code](#), § 51.207). More Information can be found on the Campus Police website or by contacting the Campus Police dispatcher.

CAMPUS RECREATION

Casa Bella • 956-882-5967 • utb.edu/campusrec

The Department of Campus Recreation at UTB seeks to provide students, faculty and staff members a range of fitness and recreation programs and facilities. These programs are designed to improve the quality of life for the entire community and strengthen the ties of a diverse population. The department provides multiple opportunities for participation, including intramural and club sports, fitness and wellness programs. The goals of the programs and services include improving the overall health and wellbeing 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 by enriching the quality of life and educational experiences of their students.

JOB PLACEMENT AND INTERNSHIPS

Cortez Hall 129 • 956-882-JOBS • utb.edu/career

The Office of Job Placement and Internships provides students with assistance in writing cover letters and constructing résumés, job interview strategies and ultimately with job placement assistance. The office assists students in finding employment before or after graduation. Career Services offers an array workshops, classroom presentations, career fairs and other opportunities for students to meet with potential employers. Employers are hosted on campus to recruit and interview students. In addition, the Student Employment Initiative (SEI) program offers on campus job opportunities to students who are pursuing a bachelor's degree. The office also provides labor-market information, such as employment statistics, job trends and future demand for many occupations.

UTB has partnered with MyEdu.com to help students plan their college careers and connect them with employers for internships and job opportunities. MyEdu.com helps employers understand the soft skills that students gain during college and allows them to connect with students early on in their schooling to let them

know what skills and courses they are looking for. Students will build a profile that features their accomplishments; it highlights coursework, talents, personal experiences and group projects and allows them to visually tell their stories.

CHESSE PROGRAM

Student Union • Room 1.20 • 956-882-5761 • utb.edu/chess

The UTB Chess Program provides opportunities for students to participate in collegiate-level chess competition. With support of a Grandmaster chess coach and a program director, students can receive high-level chess training, participate in national and international competition, and academic support.. The program recruits players, organizes tournaments, hosts chess camps and trains area coaches. As community outreach, the Chess Program organizes and presents community chess classes on a regular basis and conducts visits to area schools.

DEAN OF STUDENTS

Cortez Hall 213 • 956-882-5141 • utb.edu/sa/dos • deanofstudents@utb.edu

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 Rights and Responsibilities, Student Leadership Programs, CAMP, ASPIRE, all Pre-College Programs, Job Placement and Internships, and Graduation Initiatives, Disability Services, New Student Orientation. The Office of the Dean of Students directly coordinates:

- Orientation
- Student discipline and grievances (Student Rights and Responsibilities)
- UTB Ring Ceremony and Leadership Ring
- Archer Center Fellowship Program
- “Who’s Who Among Students in American Colleges and Universities”

DISABILITY SERVICES

Cortez Hall 129 • 956-882-7374 • utb.edu/ability

Students with disabilities play an active and vital role in campus life. The Disability Services Coordinator 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. Eligible students who need to take tests with accommodations or to study have access to distraction-reduced testing rooms and computers with assistive technology.

All services are elective and must be requested each semester as needed. To request services, students must register with the Coordinator of Disability Services. Personal disability information is kept confidential and does not appear on any official college records.

Academic Adjustment for Disabilities

UTB 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 of students with disabilities to initiate a request. Students may request course substitutions or modification of degree requirements by addressing a letter to the Coordinator of Disability Services to be referred to the department chairperson involved. Letters should contain the students' name, address, phone numbers, student 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.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Main • Room 1.308 • 956-882-7092 • 956-882-7983 • utb.edu/provost/oge

The International Student and Scholar Services office, part of the Office of Global Engagement, assists international students and scholars 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 international admission, career exploration, immigration concerns, student employment and referrals to university and community services. The International Student and Scholar Services also organizes co-curricular and multicultural events that expose the university community to a global perspective and promote intercultural awareness. International students are charged a \$50 international activity fee every semester.

LEARNING ENRICHMENT

Student Union • Room 2.16 • 956-882-8208 • utb.edu/learningenrichment • writinglab@utb.edu

The Learning Enrichment Center provides small group and one-on-one tutorial services for currently enrolled students. The mission of Learning Enrichment is to help students become academically successful in order to achieve their academic and professional goals. Learning Enrichment offers the following services:

Writing Center

The Writing Center is to assist and guide students to become better writers. The center can help students with writing assignments from any course at all steps of the writing process. Students learn strategies to overcome writer's block, methods for writing an essay and receive assistance with basic grammar rules. More information is available at the [Writing Center website](#).

Learning Strategies Lab

Learning Strategies Lab help students develop reading comprehension strategies, study strategies and critical thinking skills needed for reading-intensive courses. The lab offers one-to-one and small group tutoring in areas such as history, government, chemistry, French, German, Spanish, American Sign Language. More information is available in the [Learning Strategies Lab website](#).

Math Lab

The Math Lab provides tutoring in mathematics from college algebra and contemporary math to calculus II. Tutoring is available on a first-come, first-served basis. Students must bring a copy of their assignment and any other materials that might be helpful, like textbooks, notes, faculty instructions and previously graded assignments when they visit the Math Lab. More information is available at the [Math Lab website](#).

Supplemental Instruction

Supplemental Instruction (SI) can increase students' academic performance and retention in high risk courses by providing regular out-of-class peer-facilitated group study sessions that integrate study skills with the content material of the targeted class. Through the semester, SI Leaders attend all class sessions, take notes and tests, read all assigned materials, and conduct three weekly 50-minute study sessions with students. The SI Leader provide structure in the study sessions and will help students develop effective study skills like note-taking, reading and marking text, and preparing for exams. More information is available at the [Supplemental Instruction website](#).

Link2Success

The Link2Success (L2S) program is designed to help students succeed in traditionally difficult freshmen level courses, such as Composition I and II, U.S. History I and II, College Algebra, and Contemporary Math. L2S sessions are scheduled two hours per week for Composition and History courses and three hours per week for Math courses. The study sessions encourage active learning of course content with your classmates facilitated by a tutor who has taken and passed the course with an A or B. L2S creates a learning community that provides students with a structured approach to learning, as well as opportunities to build peer relationships.

While historically about an average of 50 percent of students pass these courses, the inclusion of L2S study sessions brings the passing rate up to an average of about 70 percent and even higher in some courses. Students have a much better chance of passing the courses by attending the L2S study sessions. L2S is under the

management and supervision of the Learning Enrichment Center, which collaborates with the academic departments. More information about L2S is available at the Learning Enrichment Center at 956-882-8208.

College Assistance Migrant Program (CAMP)

Cortez Hall 138 • 956-882-7871 • utb.edu/camp • camp@utb.edu

The College Assistance Migrant Program (CAMP), a Student Success Center component, is funded by the Department of Education through the Office of Migrant Education. CAMP offers academic and financial support for 45 migrant or seasonal farm workers students or an immediate family members of the eligible student.

SSSP/ASPIRE

Cortez Hall 105 • 956-882-8250 • utb.edu/aspire • aspire@utb.edu

Student Support Services Program/ASPIRE is a [TRIO program](#) 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. Participants must be enrolled in a four-year degree plan and have an academic need for the program. The 275 participants enrolled in the program receive student support services to include tutoring, mentoring, academic and personal development workshops, advising and much more until graduation.

Educational Talent Search

Cortez Hall 101 • 956-882-8243 • utb.edu/sa/ts

Educational Talent Search develops individualized education plans for middle and high school students, 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

Cortez Hall 132 • 956-882-3846 • 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 awareness

- 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

Cortez Hall 104 • 956-882-4297 • utb.edu/sa/ubms

The Upward Bound Math and Science program is a four-year university preparatory program funded by the U.S. Department of Education and sponsored by UTB. 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 and includes an integrated curriculum of core academic subjects designed to prepare the students to be college-ready and increase college competitiveness
- Provides a Summer Academic Bridge Program that includes learning communities and enrollment in college credit courses. Students who are in good academic standing and meet all college entrance requirements are eligible to participate
- Assists students in completing all of their high school graduation requirements
- Assists students in preparing for the TAKS, SAT and ACT university 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 applying for financial aid and applying for at least 10 scholarships
- Facilitates students' exploration of career options in mathematics and science by providing campus visits, conferences and other program activities

- Facilitates students' personal growth and development which includes communication and leadership skills
- Educates students and parents in financial literacy so that they can make better choices about how they spend and save money

UNIVERSITY AMBASSADORS

Student Union 1.28 • 956-882-7152 • utb.edu/sa/samb

The University Ambassadors program at UTB is comprised of volunteer student leaders who provide outreach to guests of the institution, as well as attend special events on behalf of the university. Each year, University 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 campus tours, open house activities, Student Life events, community events and hosting opportunities. The University Ambassador position is one which 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.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Student Union • Room 1.28 • 956-882-5877 • utb.edu/sga • sga@utb.edu

The mission of the Student Government Association is to promote the rights of each student at UTB, 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 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 UTB and to keep the university at the forefront of higher education. Copies of the Student Government Association Constitution are available in the SGA office, Student Union 1.28.

STUDENT HEALTH SERVICES

Cortez Hall • Room 237 • 956-882-8951 • utb.edu/studenthealth

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

Student Health Services (SHS) provides medical, mental health and health education and promotion services within an integrated and interdisciplinary approach. The staff is composed of licensed health care professionals dedicated to ensure the wellbeing of all students while maintaining a safe and supportive environment of care that respects students' individuality and right to confidentiality. SHS promotes campus wellness, encouraging healthful lifestyles and personal responsibility to enhance students' capacity for reaching academic and personal goals.

Student Health Services adheres to State and Federal privacy guidelines. No information is provided to anyone without written consent is provided by the student, except in cases in which the life of the student or others is in danger. A comprehensive list of services offered by Student Health Services is available at utb.edu/studenthealth.

STUDENT LIFE

Student Union • Room 1.28 • 956-882-5138 • utb.edu/studentlife • studentlife@utb.edu

The Office of Student Life strives to create a campus community of engaged learners by providing leadership, social, multi-cultural, intellectual, recreational, group development and community service programs. The goal is to stimulate students to reach out beyond their classroom experience and embrace the diverse learning and leadership development opportunities with more than 93 registered student organizations, student activities and co-curricular programs offered by the department.

STUDENT MEDIA (THE COLLEGIAN, UTB RADIO)

The Collegian • Student Union • Room 1.16 • 956-882-5143 • utbcollegian.com

UTB Radio • Student Union • Room 1.16 • 956-882-5838 • utbstingradio.com

Students produce The Collegian multimedia news each week during the academic year in the Office of Student Media. Student Media also operates UTB Radio, an Internet radio station. The department provides professional guidance and training for student journalists. The senior editorial positions are chosen each year from a nine-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 copyright infringement.

RESIDENTIAL LIFE

Casa Bella • 956-882-7191 • utb.edu/sa/residential • housing@utb.edu

Residential Life provides students with a safe and comfortable living environment that prepares them for the future and actively promotes academic success. Highlighting living and learning, located conveniently on the university campus, residential life provides students with excellent facilities and services that support their educational experience both in and out of the classroom in an apartment-style setting. Residential Life 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. Pursuant to Texas Government Code 411.094, the University is entitled to conduct a criminal history record check for all applicants who apply to live on campus. In the event that the information that is gained through this records check is used to deny a student on campus housing, the student will be notified of cause for denial.

UNIVERSITY LIBRARY

University Library • 956-882-8221 • utb.edu/library

The University Library provides information and access to materials needed to fulfill the teaching, scholarship and service goals of the university. The library, which serves both UTB and TSC students, faculty and staff, houses more than 40,000 print titles and has a substantial collection of online resources, including e-books, e-journals and streaming media.

The Public Services Desk offers research assistance either in-person or via email, chat, text or phone. The Interlibrary Loan Department allows students to request books and articles from other libraries nationwide that are not available at the library. There are 60 computers for student use, a printer allowing scan-to-email functionality, as well as Wi-Fi throughout the building and wireless printing from laptop computers. Collaborative and quiet study spaces can be found on all three floors of the library, including 20 study rooms available for check-out at the 1st floor Public Services Desk. The Department of Archives and Special Collections department is actively preserving rare and local history collection of South Texas and Northern Mexico, providing access to items of scholarly value to students.

The Library offers an outstanding collection of digital resources in all subject fields, which can be accessed 24/7 through the Library's website at utb.edu/library. These resources include nearly 200 subscription databases, encompassing more than 90,000 electronic journals and 200,000 e-books. The Library also offers group and individualized instruction to help users improve their research skills and take advantage of library resources. In addition, the Library is 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 SCHOLARS PROGRAM(USP)

Cortez Hall 215 • 956-882-5141 • 956-882-5182 • utb.edu/scholars • scholars@utb.edu

The University Scholars Program actively engages selected students who are awarded the University Scholars Scholarship in the academic rigors of collegiate studies as well as shapes their personal and career goals through various activities throughout their studies at UTB. This program provides the scholars a well-rounded student experience that will improve their retention and graduation, advise them of campus resources and opportunities, and expose them to various aspects of leadership through campus life and service learning. Scholars are given the tools and encouragement to embrace the responsibility for their learning and personal development.

Applications for the program become available in early November. To be considered, applicants must be in the top 10 percent of their graduating classes from Texas high schools in Cameron, Hidalgo, Starr or Willacy counties, per their seventh-semester transcript. Students accepted into the program are awarded a scholarship that ensures their tuition, most fees, on-campus housing and \$500 for books and supplies each semester.

ACADEMIC POLICIES

Add/Drop/Withdrawal

Students may add or drop 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 or drop a class through [UTB Online](#) or in person at the Office of the Registrar. Students are responsible for ensuring that their request is processed by the specified deadline as indicated on the Academic Calendar.

Students' financial assistance may be affected when dropping a class. Students should be advised that the Texas Legislature has capped the number of attempted developmental hours the state will fund at 30 and the number of undergraduate semester credit hours at 180. Courses dropped after the official record date (ORD) count against these totals. If a student drops before the official record date yet is still enrolled in at least one credit hour, no grade will be posted on their academic records.

After the official record date but prior to the "deadline to withdraw," students may withdraw from classes and receive a grade of W on their academic records if still enrolled in at least one credit hour. 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.

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 and Recruiting” section of this catalog.

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. Dropped courses will not be counted toward the six-drop limit if they occur for nonacademic reasons, such as:

- Severe illness or other debilitating condition that affects a students’ ability to satisfactorily complete their courses
- Caring for sick, injured or needy people if the provision of that care affects the students’ ability to satisfactorily complete their courses
- Death of people who are considered to be a member of students’ families or who are otherwise considered to have a sufficiently close relationship to the students that their death is considered to be a showing of good cause
- Active duty service as a member of the Texas National Guard or the armed forces of the United States of either the students or people who are considered to be a member of students’ families or who are otherwise considered to have a sufficiently close relationship to students that their active military service is considered to be a showing of good cause
- Change of students’ work schedules that is beyond their control and that affects their ability to complete their courses

Students may appeal a drop if they show good cause. Students may submit a written appeal with supporting documentation to the Office of the Registrar. A drop is any course that is dropped after the official record date while students remain enrolled in other courses. In addition, 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 if in dropping the lecture course, students would be required to drop the laboratory, discussion or other course in which they are concurrently enrolled.

Six Course Drop Limit

Students who have enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during their entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a

student drops after Census Day is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

The limit on dropped courses is subject to the following conditions:

- Students dropping a course for academic reasons will receive a "W."
- Dropped developmental courses do not count toward the limit.
- Dropped dual credit courses earned prior to a student graduating from high school do not count toward the limit.
- If a student withdraws from all courses during the semester, the withdrawals will not count toward the student's 6-drop limit. During the course of the same semester, if some courses are dropped prior to final full withdrawal, all courses will be converted to 'withdrawn' status, regardless of the timing. (Example: Student A is enrolled in four courses and drops two and completes two. The two courses will be counted against the 6-drop limit. Student B is enrolled in four courses and drops two courses following Census Date. These two drops are counted against the 6-drop limit. Prior to the last drop date, Student B withdraws from school (drops final two courses). The final two courses are coded as "withdrawn" and do not count against the 6-drop limit.
- Students should be aware that dropping a course or courses may result in reducing them to part-time status which can affect financial aid, scholarships, and insurance coverage.

Attendance and Absences

Students are required to be diligent in their studies and regular in class attendance. The number of absences permitted in any one course varies with instructor and course. Some programs have very strict attendance policies. 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 will be dropped from courses for failure to meet the attendance requirements or other good cause. This will result in a W on students' academic records.

UTB 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 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, unless 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 object 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."

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, 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 [Handbook of Operating Procedures](#), 6.4.1.

Classification of Students

Students are classified by the number of credit hours of university credit they have earned, including developmental coursework:

- Freshman: 0-29 completed credit hours.
- Sophomores: 30-59 completed credit hours.

- Juniors: 60-89 completed credit hours.
- Seniors: 90 or more completed credit hours.
- Post-baccalaureate students: earned a bachelor's degree but not admitted into a graduate program.
- Graduate students: earned a bachelor's degree and admitted to a master's degree program.
- Doctoral students: earned 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 within the course listings at the [Undergraduate Catalog](#) webpage.

Course Load

Undergraduate Course-load Table

		Fall	Winter	Spring	May	Extended Summer	Summer I	Summer II
Good	Max hours	18	4	18	4	8	8	8
	<i>Overload</i>	<i>19+</i>	<i>5+</i>	<i>19+</i>	<i>5+</i>	<i>9+</i>	<i>9+</i>	<i>9+</i>
Probation	Max hours	18	4	18	4	8	8	8

Over Hours Petition

Students who wish to take more than the allotted hours for each term or semester must be in good standing and must have an academic advisor recommendation and an approved petition from the dean of the college to which they belong.

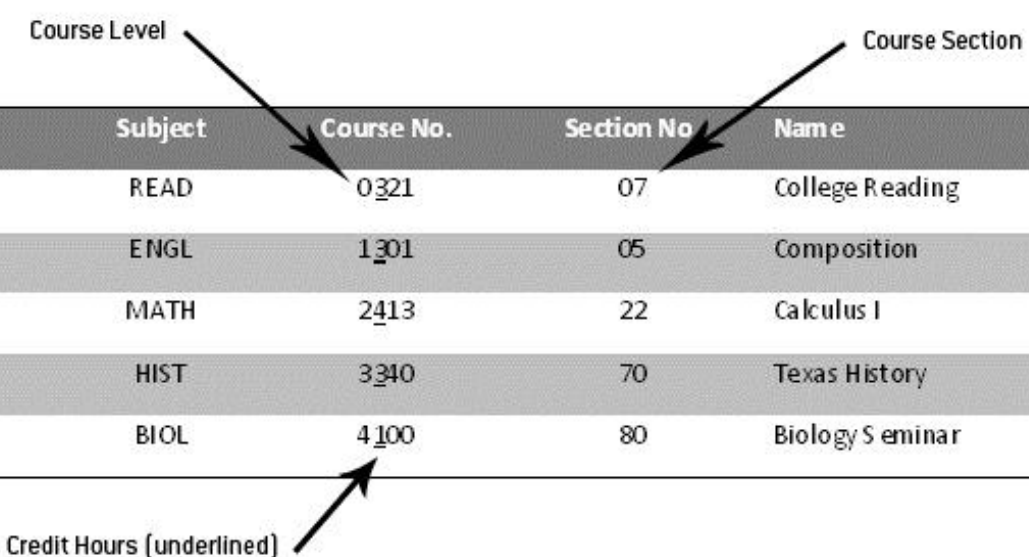
Course Numbers

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.



Level	Subject	Course No.	Section No	Name
Developmental	READ	0 <u>3</u> 21	07	College Reading
Freshman	ENGL	1 <u>3</u> 01	05	Composition
Sophomore	MATH	24 <u>1</u> 3	22	Calculus I
Junior	HIST	3 <u>3</u> 40	70	Texas History
Senior	BIOL	4 <u>1</u> 00	80	Biology S eminar

Course Schedule

The [Online Course Schedule](#) is updated before registration each fall, spring and summer semester or term. The course schedule lists each class being offered, it's time, location, instructor (if available) and it's section number. Courses in the schedule are subject to change. A section may be cancelled due to low enrollment or staffing considerations. The department that cancels the class should notify any students already enrolled and assist with alternate arrangements. At the beginning of the semester, students should always check for changes regarding class meeting times or classroom locations.

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 (Semester Credit Hours)

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.

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 or a minimum of 24 credit hours per academic year. For timely graduation, students should complete 30 credit hours per academic year.

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 [UTB Online](#).

Grades

Grade Explanation Table

Grade	Explanation	Grade Points per Credit Hour	Note
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
WS	Withdrawn, excluded from Academic Progress		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 W has passed, students may not be awarded a W as a final grade.

Grade Explanation Table

Grade	Grade Explanation	Grade Points	Impact on GPA
A+	98-100	4.00	
A	93-97.9	4.00	
A-	90-92.9	3.67	
B+	87-89.9	3.33	
B	83-86.9	3.00	
B-	80-82.9	2.67	
C+	77-79.9	2.33	
C	70-76.9	2.00	
D	60-69.9	1.00	
F	Failure	0.00	
Au	Audit**		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
CR	Advanced Placement and CLEP credit only		Not used in computing GPA
NR	No Grade Reported		Not used in computing GPA (Office of the Registrar use only)

S	Satisfactory	Not used in computing GPA (Non-course based remediation only)
U	Unsatisfactory	Not used in computing GPA (Non-course based remediation only)
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
WS	Withdrawal, excluded from Academic Progress	Not used in computing GPA (Office of the Registrar use only)

Grades are awarded in courses in which students are officially enrolled after the official record date. The 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.

* **Quality of Work** - While a grade of D- is considered passing in a subject, a minimum overall average GPA of 2.0 is required for graduation. Some programs require a 2.50 overall and in both their major and minor fields.

A grade of C or better may be required in other courses, departments or degree programs. For example, some English and mathematics core curriculum courses 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.

** **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 (until after the seventh class day of a long term has begun) during which the courses will be audited. Those who wish to audit should contact the appropriate instructor for departmental approval. The fee for audit enrollment is \$50.00 per class. There is no charge for people 65 years and older. To qualify for this waiver, students must contact the [Office of Financial Aid](#). Audit fees are nonrefundable. Audit students do not receive credit. An audit intention cannot be used to credit nor can credit courses be changed to audit. Audit work cannot be used towards diploma or degree requirements. Enrollment as an auditor does not permit enrollees to take examinations, have tests or other papers checked by the instructor, participate in required oral recitations or participate in other classroom evaluations or special activities.

*** **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 term if the following conditions have been met:

- Students must be currently enrolled in the course(s) in question (prior to grading).
- The deadline for an automatic W grade for the course(s) must have passed.

- Students must be passing the course(s). 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(s). The faculty member will consult his or her department chair with any questions regarding legitimacy.
- Students are not allowed to retake the course(s) as a condition of the incomplete. If the circumstances are such that they are meeting the requirements of the course(s) 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(s)
 - Deadline that the work is due, normally not later than the end of the next long semester
 - 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 and Recruiting” 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.

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 = 2.210				

* 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, the recommendation of the department chair and approval of the dean. The deadline for submitting grade changes is the end of the following fall or spring semester, whichever comes first.

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

Students must first make every effort to resolve academic grievances informally with the individual. 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 or college 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 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 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 the appeal within 10 business days 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

Student ID cards for semester credit hour students are issued by the Circulation Desk at the University Library. Use of the student ID 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 on demand.
- The card or an official photo ID 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
 - Conducting university business

- 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.
- Student ID card photographs may be taken at any time during the University Library's regular hours.

Prerequisite

Prerequisites are specified requirements that must be met before students may enroll in a course. Specific prerequisites are listed online for both [UTB courses](#).

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 Academic Standing evaluations, each graded course will be counted toward attempted hours with only the final attempt being counted toward completed hours.

Beginning July 1, 2011, federal regulations limit the number of times a student can receive financial aid for a repeated course. Students who pass a course with a grade of D or better can repeat that course one more time to have the course included in the calculation for the award amount. Students may repeat failed coursework until a successful grade is earned and then may repeat that course one more time. Coursework receiving a grade of D or better are considered successful completion regardless of the minimum grade required by a specific program of study.

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](#).

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 is divided into two semesters, fall and spring semesters.

Nontraditional semesters and terms are also available. Please see the [Academic Calendar](#) for start and end dates.

The Academic Calendar for this academic year is listed in this catalog and on the UTB website.

Under-enrolled Courses: Class-size Policy

In order for a course to be offered in any term, minimum enrollment criteria must be met or the course will be cancelled. The following minimums have been established for each of the following categories:

- Undergraduate lower division (0000-2999): 15
- Undergraduate upper division (3000-4999): 15
- Graduate lower division (master's) (5000-5999): 10
- Graduate upper division (doctoral): 6

When preterm registration data reflects that a class is unlikely to meet the approved minimum, the class will be cancelled by the department, and the department will notify the registered students. If the department plans to continue offering the course, the department must submit a written request with the reasons stated to the Vice President for Academic Affairs prior to the beginning of the term in which the course is to be offered.

Undergraduate Academic Standing

The purpose of measuring academic standing is to keep students on track for successful completion of a degree and to prevent unnecessary financial burden on students. Academic Standing is calculated separately from Financial Aid Satisfactory Academic Progress. If the student is on financial assistance, the specific academic progress requirements are listed in the following webpage

www.utb.edu/em/fa/Pages/SatisfactoryAcademicProgress.aspx.

General Requirements

Students must be in good standing according to the Academic Policies listed in the Undergraduate Catalog.

Students should complete the courses for which they are enrolled to stay on track for graduation. Credit hours are considered complete with the following grades: A+, A, A-, B+, B, B-, C+, C, D, P, S and CR.

Credit hours are considered not complete with the following grades: AU, F, I, IM, NR, U, W, WC, WM, and WS.

Students are responsible for dropping unwanted courses by the official drop date as indicated on the Academic Calendar. Students drop a class either through UTB Online or in person at the Office of the Registrar.

Minimum Grade Requirements

Undergraduate students are expected to maintain a cumulative grade point average (GPA) of at least 2.000 (C average) for all work attempted at UTB. This is a university-wide minimum requirement for the conferral of any bachelor's degree, but higher minimum grade requirements are required in some programs (for example, the School of Business requires a 2.500 GPA).

Academic standing is computed each regular semester (fall or spring) for every UTB student, including transfer and dual coursework and BECHS and MSA students; transient students are held to the standards of their home institution, not to those of UTB. Students who fail to maintain the minimum required grade point average of 2.000 in all work attempted at UTB will be placed on academic probation.

Academic Probation

Undergraduate students who earn a cumulative grade point average below 2.000 are placed on Academic Probation.

At the end of the probationary semester:

- Students who have earned a cumulative GPA of 2.000 or higher will be changed to Good Standing status.
- Students who have not earned a cumulative GPA of 2.000 or higher BUT who have earned a semester GPA of 2.000 or higher may continue on Academic Probation until such time as their cumulative GPA is 2.000 or higher. To continue on Academic Probation, students must continue to earn a semester GPA of 2.000 or higher.
- Students who have not earned a cumulative GPA of 2.000 or higher and who have not earned a semester GPA of 2.000 or higher will be changed to Probation status.

Academic Suspension

Students on academic probation who have a cumulative GPA below 2.000 and who earned a semester GPA below 2.000 will be placed on academic suspension. Students who believe that there are extenuating circumstances that contributed to their academic standing may appeal the suspension (see below). Students placed on academic suspension are not eligible to take courses at UTB for one long semester. Upon return from suspension, students must meet with an academic advising specialist before registration.

Academic Suspension Appeal Process

To appeal academic suspension, students must submit a written appeal with supporting documentation to the Office of the Provost and Vice President for Academic Affairs in Life and Health Sciences Building, Room 2.402 or by fax to 956-882-6591.

The appeal must explain the mitigating circumstances that prevented them from meeting the required academic standards. The committee decision will be an approval or a denial. The committee decision will be rendered via email, and the decision of the committee is final. An approval allows the student to return on probation (as defined below). A denial requires that the student stay out for one long semester (fall or spring).

The appeal will be considered only if the reasons for not meeting the requirements for Good Standing or Probation are due to medical or personal mitigating circumstances.

The appeal will be considered only if the appeal application is complete.

The application for appeal must include the following:

- Unofficial Transcript
- Petition for Reinstatement
- Verification of medical or personal circumstances
- Unofficial Transcript from the Office of the Registrar or printed from UTB Online.
- Petition for Reinstatement

The student must a letter to the Provost/VPAA that:

- Provides detailed and concise explanation of the circumstances that led to the student's poor academic performance and that are relevant to their academic probation and/or suspension. The student must include a semester by semester explanation of the circumstances which led to their current academic status
- Provides a detailed plan for returning by explaining how the student will meet your financial, career and academic goals (see below)

Financial

The student should write an explanation of how they will pay for classes. Other possibilities the student can consider are: financial aid, if approved; wages from work; other benefits, such as VA, Social Security, Unemployment, Workmen's Compensation; family and friends; savings or assets; other.

Career

Students should write an explanation on how the student will reach their long-term career goals. Students must include how they can develop the skills that are necessary for their area of interest. Areas should include work habits and relevant work experience (part-time, internships, volunteer).

Academic

The student should write an explanation of how they can change their circumstances and behavior to be more academically successful. Areas the student should address are time management, study skills, regular attendance, transportation arrangements, faculty visits and advising sessions. Students should identify the campus resources and services they will use if they return.

For medical circumstance (physical and/or mental), students should provide documentation from doctor or hospital indicating dates of absence from school, diagnosis, treatment plan and a schedule indicating when they will be ready to return to school.

Personal Circumstance (affecting the student and/or immediate family such as a divorce, death in the family, financial problems, job loss or other hardship) The student should provide documentation from counselor, clergy, lawyer, court, bank, employer, etc., to verify the specific circumstance.

DEGREE REQUIREMENTS

Catalog of Graduation

Students at The University of Texas at Brownsville (UTB) have traditionally had eight years from the term of original enrollment to complete a bachelor's degree program under the catalog that was in effect when they initially registered. However, due to the creation of The University of Texas - Rio Grande Valley (UTRGV) in fall of 2015, the deadline for completing all UTB degree programs from catalogs in effect during the years 2007-08 to 2014-15 is eight years or August 31, 2019, whichever comes first.

The 2014-2015 catalog of UTB programs is the last catalog students may choose unless they choose to transition to UTRGV programs and degree plans. Students are eligible for a catalog year only if they have completed at least one course during the academic year the selected catalog was in effect with a letter grade other than W or F. Students who graduate under one catalog and begin a second degree must begin the new degree under the catalog in effect at that time. Students must have an approved degree plan at the time an application for graduation is filed. Students are responsible for completing all degree requirements under the approved catalog. If degree requirements are not completed by the specified deadline, students must choose a UTRGV program. For additional information please consult an Academic Advising Specialist located at the Academic Advising Center in Main 1.400.

Catalog of Graduation for Courses

Students must meet the course requirements in effect when a course is taken. This prevents students from retaking courses to meet new requirements, yet allows students the opportunity to benefit from new course requirements intended to promote student success. For example, if a student has declared a program of study for the current academic year but has taken courses previously, this student would be held to the course requirements in effect at the time the courses were taken, not the year the program of study was declared.

Course Substitutions

Course substitutions are only valid for a student's active degree plan. If a student changes their degree plan or catalog year, the course substitution does not transfer to the new degree plan; the course substitution is rendered invalid.

General Education Core Curriculum

General education core curriculum requirements apply to all and bachelor's degrees. More information can be obtain from Academic Advising. Students who have earned an Academic Associate Degree from a Texas Public Institution of Higher Education on or after January 1997 will be considered to have met the general education core curriculum requirements applicable to any future associate or bachelor's degree.

42 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, minimum grade of C)
- 020: Mathematics (one course, three credit hours, minimum grade of C)
- 030: Natural Science (two courses with two labs, eight credit hours)
- 040: Humanities (one course, three credit hours)
- 050: Visual and Performing Arts (one course, three credit hours)
- 060: History (two courses, six credit hours)
- 070: Government (two courses, six credit hours)
- 080: Social and Behavioral Sciences (one course, three credit hours)
- 090: Institutionally Designated Option (two courses, four credit hours)
 - Kinesiology 1164 Introduction to Physical Fitness and Sport or any one-hour activity course
 - One speech course

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 to satisfy UTB'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 until they complete the 42 credit hours that compose UTB general core curriculum.

UTB's General Education Core curriculum 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.

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

Second Language Proficiency University Requirement

A student graduating from UTB under a 2014-2015 degree plan with the 42-Hour Core Curriculum is required to demonstrate Language Proficiency in a language other than English at the undergraduate level equivalent to six semester credit hours.

Students who declare a 2014-2015 degree plan have the following options to satisfy the language proficiency graduation requirement:

1. **Six credit hours of college coursework (including Dual/Concurrent). If UTB coursework is needed to meet the second language proficiency requirement, courses may be chosen from those listed below.**

ARAB 1311, 1312 – Beginning Arabic I and II

CHIN 1311, 1312 – Beginning Chinese I and II

FREN 1311, 1312 – Beginning French I and II

GERM 1311, 1312 – Beginning German I and II

ITAL 1311, 1312 – Beginning Italian I and II

JAPN 1311, 1312 – Beginning Japanese I and II

SPAN 1311, 1312 (Non Native Speakers) – Beginning Spanish I and II

SPAN 2313, 2315 (Native Speakers) – Spanish for Native/Heritage Speakers I and II

SGNL 1301, 1302 – Beginning American Sign Language I and II

2. A placement test approved through the UT Brownsville Department of Modern Languages

This exam is a completely online exam that demonstrates the mastery equivalent to having taken two semesters of the Spanish language at the University of Texas-Brownsville.

Credit Hours	Required Score	Course Credit Equivalent
6 hours	200-175	SPAN 2313 & 2315
3 hours	174-150	SPAN 2313
No credit	149 and below	None

3. A college credit exam (e.g. CLEP)

The CLEP exam is designed to demonstrate mastery of both spoken and written, equivalent to having taken 2 to 4 semesters of college Spanish language study.

Credit Hours	CLEP Required Score	AP Required Score	Course Credit Equivalent
12 hours	-	5	SPAN 1311, 1312, 2311, & 2312
6 hours	68-80	4	SPAN 1311 & 1312
3 hours	57-67	3	SPAN 1311
No credit	56 and below	2 and below	None

Please note: Credit by exam can be taken once every six months. If you retake the exam within the six-month period, your administration will be considered invalid, your score will be canceled and any test fees will be forfeited.

For any questions or concerns about meeting these requirements please contact Dr. Dania López García at danialopezgarcia@utb.edu, 956-882-6503 or the Department of Modern Languages, Main 1.534, 956-882-8246.

Official Program of Study

Students seeking to obtain a certificate of proficiency or degree must officially declare a program of study. 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 can be found at the UTB [Undergraduate Catalog website](#).

Students must file an application for graduation on or before the date specified on the UTB Academic Calendars (nine months prior to the expected graduation date). Applications must be filed at the Office of the Registrar. Specific information concerning application and certification for graduation is located at the [Office of the Registrar](#) webpage.

Residency Requirement

A minimum of 25 percent of the credit hours required for the degree must be completed in residence at UTB before a degree can 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. For bachelor's degrees, 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.

Bachelor's Degrees

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 Nursing (B.S.N.)
- Bachelor of Music (B.M.)
- Bachelor of Arts in Communication (B.A. Com.)
- 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. For detailed information, students should contact the department 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 credit hours, including a minimum of 36 advanced hours, is required, with an overall minimum grade point average of 2.0 in all courses including transfer work. For School of Business B.B.A. majors, a 2.5 GPA overall is required for graduation.
- A minimum grade point average of 2.0 in the General Core Curriculum, the major field and the minor field is required. For School of Business B.B.A. majors, a 2.5 GPA is required in the upper division core and major.
- A major requires a minimum of 24 credit hours (30 credit hours for most majors) with at least 15 credit 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.
- The same course may not be applied to multiple sections of a degree plan.

Pursuing One Bachelor's Degree Covering More Than One Major

Students earning a 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 credit hours of unique coursework.
- Complete all degree requirements for each major, including grade point average requirements, elective courses and advanced courses as set forth in this catalog.
- Select, with assistance of an academic advisor, which major will be listed as the first major on the diploma (Students receive only one diploma with a double major.)

Pursuing Two Bachelor's Degrees Concurrently

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). In general, students must:

- Complete all major requirements for each of the two degrees. Each degree must have a minimum of 18 credit hours of unique course work.
- Complete all degree requirements for the additional major, including grade point average requirements, elective courses, and others, as set forth in this catalog.

Pursuing an Additional Bachelor's Degree After Graduation

Students awarded a bachelor's degree from UTB or another accredited institution may receive an additional bachelor's degree from UTB as long as it is a different major, regardless of the concentration or minor. Such students continue to be classified as undergraduates and must:

- Complete a minimum of 24 unique semester credit hours of UTB courses (of which at least 12 of the advanced credit hours in the major field must be taken at UTB) for each bachelor's degree sought beyond the first
- Complete all requirements for the additional degree as set forth in this catalog
- Complete all requirements for the additional degree, including grade point average requirements, elective courses and advanced courses
- Complete requirements under the catalog in effect at the time of beginning the second degree.

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 College of Education.

Graduates who seek certification must have a minimum grade point average of 2.5. 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 Masters of Arts, Science, Education, Business and Nursing. Information regarding graduate degree programs can be found at the [Office of Graduate Studies](#) website.

PREPROFESSIONAL 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 complete a minimum of 15 credit hours in Dual Language (DL) courses to earn the certification. These courses must include Spanish 2313 and 2315 (Spanish for Native/Heritage Speakers I and II) or other preapproved Spanish courses at a higher level. In addition, students must complete nine credit hours in advanced-level courses within their major and taught in Spanish. Students must achieve a minimum 2.800 GPA in their DL courses. Successful completion of requirements will result in degree notation and a special seal on students' diplomas.

Students may take a maximum of 18 credit hours in Spanish, 6-9 lower division and 9-12 upper division, excluding courses with the SPAN prefix.

Spanish majors pursuing both levels of Dual Language certification may take a maximum of 54 credit hours taught in Spanish, including courses with the SPAN prefix. For more information, students may contact the [Department of Modern Languages](#) at 956-882-8884.

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 who 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 life 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 credit hours of advanced military science courses. (ROTC 3401, ROTC 3402, ROTC 4401, ROTC 4403) and complete the Military History Course (HIST 4381)
- Complete ROTC Leadership Assessment and Development Course (LDAC)
- Complete an undergraduate degree program

Contact Information

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

Law School Preparation

All accredited law schools in 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 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 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 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. Students may obtain more information regarding the academy by visiting the [Filemon B. Vela Pre-law Academy](#) website and by contacting the Office of Academic Affairs at 956-882-6551.

Academic Preparation at UTB for Health Care Graduate School

The Office of Health Professions Careers coordinates the development and management of premedical, pre-dental, pre-pharmacy, pre-physical therapy, pre-physician assistant, pre-occupational therapy and research-track 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, competitive grades and scores on their graduate school admission test (e.g., MCAT, DAT, PCAT, GRE).

Although there is no set major that 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 any corresponding labs. For further information about course schedules or recommended courses for various fields of study, students are advised to consult with the Office of Health Professions Careers. Graduate schools require applicants to have 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:

- Early acceptance partnerships:
- Joint Admission Medical Program (JAMP) in partnerships with all UT System medical schools

- Early Medical School Acceptance Program (EMSAP) in partnerships with UT Medical Branch-Galveston
- Dental Early Acceptance Program (DEAP) in partnerships with UT Health Science Center-San Antonio
- Dual-degree programs in partnerships with UT Health Science Center-San Antonio
- Early Dental School Acceptance Program (EDSAP) in partnerships with UT Health Science Center Houston Dental Branch
- Occupational therapy (3+3) in partnership with UT Health Science Center-San Antonio
- Physical therapy (3+3) in partnership with UT Health Science Center-San Antonio
- Early Physician's assistant Studies Program (UT Pan American and UT Health Science Center-San Antonio)
- Summer biomedical research programs:
 - Student Support Services
- UTB campus research support
- Summer enrichment programs
 - In partnership with UTMB Galveston, UT Health Science Center Houston Dental Branch and Houston Medical School
 - UTB Campus
- Seminar and lecture series by health professionals
- Standardized test preparation course
- Dedicated mentoring lab

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 2.824 and 2.822, 956-882-5059.

Service Learning and the Center for Civic Engagement

Many UTB courses offer service learning activities and projects in the community. Courses that require service learning will appear on the students' transcript designated as SL. Service learning is defined at UTB 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, practicum, field experiences, clinical and other service projects, as long as they fit the SL criteria established at UTB. The UTB [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 students and faculty and staff members in [MyUTB Blackboard](#), as well as trickle-up service learning in which CCE scholars assume leadership roles in designing and executing service learning projects for interested UTB 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 has the honor organization Alpha Chi for which excellent students may qualify.

President's List

Students who earn a 4.0 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 3.5 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.

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 3.5 overall grade point average to be invited to become members of the Texas Alpha Omicron Chapter of Alpha Chi at UTB.

Honors in Graduation

At the time of graduation, students will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be based upon students' cumulative grade point average on all non-developmental undergraduate hours taken, including transfer hours. If courses have been repeated, the last grade recorded will be used in determining grade point average. 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 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.

Because procedural changes and changes in regulations and requirements may be made from time to time, students should work directly with their academic advising specialist 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 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, UT System Regents' Rules and Regulations, UTB 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's [Handbook of Operating Procedures](#) (HOOP), §§6.4.1 and 6.4.2. Copies of these documents are available in the Dean of Students' office.

Unauthorized Distribution of Copyrighted Material

UTB 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. For more information about the penalties for copyright violations, visit the website of the [United States Copyright Office](#) and review "Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code" (circular 92), [Chapter 5](#).

UTB regards the unauthorized distribution of copyrighted material to be a violation of university policies and grounds.

COLLEGES AND PROGRAMS

MILITARY SCIENCE PROGRAM

Lt. Col. Maricela Alvarado • 956-381-3602

COLLEGE OF BIOMEDICAL SCIENCES AND HEALTH PROFESSIONS

Department of Biomedicine

Dr. Michael Lehker, Associate Dean and Chair • BRHP 2.101 • 956-882-5778

COLLEGE OF NURSING

Department of Nursing

Dr. Anne Rath Rentfro, Interim Associate Dean • LHSB 2.720 • 956-882-5797

COLLEGE OF EDUCATION

Dr. Terry Overton, Interim Dean • Main • 956-882-7220

Department of Educational Psychology and Leadership Studies

Dr. Steve Chamberlain, Interim Chair • Main, 2.208A • 956-882-7678

Department of Health and Human Performance

Dr. Christopher Ledingham, Interim Chair • REK 2.610A • 956-882-8290

Department of Language, Literacy and Intercultural Studies

Dr. Alma D. Rodriguez, Interim Chair • Main, 2.128 • 956-882-7657

Student Teaching Program

Dr. Carmen Garcia-Caceres, Director • Main, 1.102B • 956-882-5703

Office of Teacher Preparation and Accountability

Dr. Zelma D. Mata, Interim Assistant Dean and Certification Officer • Main, 1.102 • 956-882-5700

Department of Teaching, Learning and Innovation

Dr. Reynaldo Ramirez, Chair • Main, 2.306B • 956-882-7421

COLLEGE OF LIBERAL ARTS

Dr. Javier Martinez, Dean • Main, 1.534 • 956-882-7818

Dr. David Fisher, Associate Dean • Main, 1.534 • 956-882-8225

Department of Behavioral Sciences

Dr. William Yaworsky, Interim Chair • Main, 1.534 • 956-882-8225

Department of Communication

Dr. John A. Cook, • Main, 1.210 • 956-882-8297

Department of Criminal Justice

Dr. Benjamin Brown, Chair • MO Building. 1.114 • 956-882-8993

Department of English

Dr. Eduardo Del Rio, Chair • Main, 1.210 • 956-882-8239

Department of Government

Dr. Ruth Ann Raglan, Chair • MO Building. 1.114 • 956-882-8260

Department of History

Dr. Thomas Britten, Chair • MO Building. 1.114 • 956-882-8893

Department of Modern Languages

Dr. Suzanne Lalonde, Interim Chair • Main, 1.534 • 956-882-8246

Department of Music

Dr. Tom Nevill, Interim Chair • Eidman Hall, 107A • 956-882-8247

Department of Visual Arts

Mr. Carlos G. Gómez, Interim Chair • Eidman Hall, 107A • 956-882-7571

COLLEGE OF SCIENCE, MATHEMATICS AND TECHNOLOGY

Dr. Mikhail M. Bouniaev, Dean • LHSB 2.202 • 956-882-6701

Dr. Henry Justin Moore, Interim Associate Dean • LHSB 2.208 956-882-5737

Department of Biological Sciences

Dr. David Hicks, Chair • LHSB 2.816 • 956-882-5040

Department of Chemistry and Environmental Sciences

Dr. Gene J. Paull, Chair • LHSB 2.814B • 956-882-6691

Dr. Arnulfo Mar, Interim Chemistry Program Director • LHSB 2.816B • 956-882-6645

School of Engineering and Computational Science

Dr. Juan Raymundo Iglesias, Chair • LHSB 2.702 • 956-882-6605

Department of Mathematics

Dr. Jerzy K. Mogilski, Chair • LHSB 2.528 • 956-882-6636

Mathematics and Science Academy

Dr. Wilma Jo Smetter, Principal • Main, 2.126 • 956-882-5742

Department of Physics and Astronomy

Dr. Soma Mukherjee, Chair • LHSB 2.226 • 956-882-6679

UTeach

Dr. Roger Contreras, Director • LHSB 2.818A • 956-882-6635

SCHOOL OF BUSINESS

Dr. Mark Kroll, Dean • Main, 2.504 • 956-882-5803

Mr. Thomas Mark Blakemore, Associate Dean • Main, 2.504 E • 956-882-7884

Department of Accounting and Management Information Systems

Dr. Hassanali Espahbodi, Chair • Main, 2.542D • 956-882-5835

Department of Finance and Economics

Dr. Gautam Hazarika, Interim Chair • Main, 2.542A • 956-882-8953

Department of Management and Marketing

Dr. Russell Adams, Chair • Main, 2.542C • 956-882-7654

Ms. Laura Hernandez, Program Coordinator and Advisor • Main, 2.414 • 956-882-5804

FACULTY LISTINGS

COLLEGE OF BIOMEDICAL SCIENCES AND HEALTH PROFESSIONS

Department of Biomedicine

Kari J. Brewer Savannah (2012)

Research Assistant Professor

- Ph.D in Biochemistry & Molecular Biology, The University of Texas Health Science Center at Houston and The University of Texas MD Anderson Cancer Center, Houston, TX (2012)
- B.S. in Chemistry, Hillsdale College, Hillsdale, MI (2006)

Dr. Sue Anne Chew (2013)

Research Assistant Professor/Biomedicine

- B.Sc. in Chemical Engineering, University of Texas at Austin, TX (2004)
- Ph.D. in Bioengineering, Rice University, Houston, TX (2010)

Shamina G. Davis (1988)

Master Technical Instructor of BAT/Health Services Technology

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

Boris Ermolinsky (2006)

Assistant Professor of Biomedicine

- M.S. in Chemistry, Moscow Institute of Fine Chemical Technology (1985)
- Ph.D. in Chemistry, Engelhardt Institute of Molecular Biology, Russian Academy of Science, Russia (2000)
- Postdoctoral fellow, University of Texas Health Science Center Houston-Brownsville Regional Campus (2002)

Emilio Garrido-Sanabria (2003)

Associate Professor of Biomedicine

- M.D., Superior Institute of Medical Sciences at Havana, Cuba (1994)
- Ph.D., Federal University of Sao Paulo, Brazil (1999)

Masako Isokawa (2005)

Associate Professor of Biomedicine

- 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)

Alexander V. Kazansky (2006)

Associate Professor of Biomedicine

- M.S. Moscow Institute, Russia (1985)
- Ph.D. Moscow Institute, Russia (1990)
- Postdoctoral Fellow, Baylor College (1997)

Michael W. Lehker (2003)

Professor of Biomedicine

- B.S. The University of Texas at El Paso (1983)
- M.S., The University of Texas at El Paso (1986)
- Ph.D., The University of Texas Health Science Center at San Antonio (1991)

Kim Morris-Garcia (1996)

Associate Master Technical Instructor of BAT/Health Services Technology

- B.S., Southwest Texas State University (1996)
- M.Ed., The University of Texas at Brownsville and Texas Southmost College (2003)

Saraswathy “Saras” Nair (2006)

Associate Professor of Biomedicine

- B.S., Kerala University, India (1983)
- M.S., Annamalai University, India (1985)
- M.A., State University of New York at Buffalo (1986)
- Ph.D., State University of New York at Buffalo (1992)

Daniele Provenzano (2003)

Associate Professor of Biomedicine

- B.S., The University of Texas-Pan American (1992)
- Ph.D., The University of Texas Health Science Center at San Antonio (2000)
- Postdoctoral Fellowship, Harvard Medical School (2001)

Hugo Rodriguez (2003)

Assistant Professor of Biomedicine

- M.D., Monterrey University Medical School, Mexico (1981)

- M.S., University of Tamaulipas, Mexico (1986)

Andrea Schwarzbach (2006)

Associate Professor of Biomedicine

- M.S., Ruprecht Karls University, Germany (1991)
- Ph.D., Johannes Gutenberg University, Germany (1996)

Masoud Zarei (2002)

Associate Professor of Biomedicine

- B.S., Incarnate Word College (1987)
- Ph.D., Baylor College of Medicine (1994)

COLLEGE OF EDUCATION

Educational Psychology and Leadership Studies Department

Chuey Abrego (2001)

Associate 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)

Lecturer 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)

Lionel Javier Cavazos (2002)

Assistant Professor of Counseling and Guidance

- B.A., University of Texas-Pan American (2006)
- M.Ed., University of Texas-Pan American (2008)
- Ph.D., Texas A&M-Corpus Christi (2012)

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)

Georgianna Marie Duarte (1994)

Professor of Early Childhood Education

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

Alejandro Garcia (2013)

Assistant Professor of Educational Leadership

- B.A. University of Texas Pan American (1985)
- M.Ed. University of Texas Pan American (1996)
- Ed.D. University of Texas Pan American (2009)

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)

Juan O. Garcia (2010)

Lecturer of Educational Leadership

- B.A., Pan American University (1973)
- M.Ed., Pan American University (1977)
- Ed. D., The University of Texas-Pan American (2009)

Karin Ann Lewis (2013)

Assistant Professor of Learning and Cognition

- B.A., Cornell University (1990)
- M.S., University of Rochester (1992)
- M.Ed., University of Kentucky (2010)

Eunice Lerma (2012)

Assistant Professor of Counseling and Guidance

- B.S., University of Texas-Pan American (2003)
- M.Ed., University of Texas-Pan American (2005)

- Ph.D., Texas A&M Corpus Christi (2010)

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)

Lecturer of Counseling and Guidance

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

Vejoya Viren (2003)

Associate Professor of Early Childhood Education

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

Hsuying Chiou Ward (2011)

Assistant Professor of Special Education

- B.A., Taiwan Normal University (1978)
- M.Ed., Sul Ross State University (1987)
- Ph.D., University of Texas-Austin (1994)

Selma D. 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

Phillip K. Conatser (2005)

Associate 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)

Merrill D. Funk (2014)

Assistant Professor of Health and Human Performance

- B.S., Brigham Young University-Idaho (2008)
- M.S., Brigham Young University (2010)
- Ph.D., University of Oklahoma (2014)

Murat Karabulut (2008)

Associate 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)

Ulku Karabulut

Assistant Professor of Health and Human Performance

- B.S. Middle East Technical University (1997)
- M.S., University of Tennessee (2002)
- Ph.D., University of Tennessee (2009)

Christopher M. Ledingham (2007)

Associate 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)

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)

Department of Language, Literacy and Intercultural Studies

Kathy Bussert-Webb (2000)

Professor of Literacy

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

Kip Austin Hinton (2011)

Assistant Professor

- B.A., Ohio State University (1998)
- M.A., University of Texas-San Antonio (2006)
- Ph.D., University of California-Los Angeles (2011)

Sandra Mercuri (2007)

Associate Professor of Bilingual and ESL Education

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

Sandra I. Musanti (2011)

Assistant Professor of Bilingual/Biliteracy & Intercultural Studies

- B.A., Universidad Nacional de Buenos Aires, Argentina (1987)
- M.A., University of New Mexico (1999)
- Ph.D., University of New Mexico (2005)

Alma D. Rodriguez (2004)

Associate 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)

Lecturer 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)

Department of Teaching, Learning and Innovation

Janice W. Butler (2006)

Associate Professor of Educational Technology

- B.B.A., East Texas State University (1977)
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- Ed.D., University of Houston (2007)

Joseph R. Corbeil (1998)

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- 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)

Maria Eugenia Diaz (2013)

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- B.S., University of Uruguay (1985)
- M.Ed., University of Texas at Brownsville (2004)
- Ed.D., University of Texas at Brownsville (2011)

Miryam E, Espinosa-Dulanto (2014)

Assistant Professor of Social Studies

- M.A. University of Wisconsin (1995)
- Ph.D., University of Wisconsin (1999)

Gregorio Garcia (2013)

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- B.S., Texas A&I-Kingsville (1983)
- M.S.I.S., Pan American University-Brownsville (1991)
- Ed.D., University of Houston (2007)

Carmen Garcia-Caceres (2005)

Lecturer of Teacher Education

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

Peter B. Gawenda

Professor/Coordinator Doctoral Program

- B.A., University of Maryland, (1974)
- M.S., Troy State University (1977)
- Ed.D., University of Houston (1985)

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)

Irma Saenz Jones (1977)

Professor

- A.A., Texas Southmost College (1974)
- B.S., Texas Women's University (1976)
- M.B.A., Texas Woman's University (1980)
- M.S., Corpus Christi State University (1986)
- Ed.D., University of Houston (1996)

Ming-Tsan Pierre Lu (2012)

Assistant Professor of Educational Research

- Ed.M., Harvard University GSE (2003)
- M.S., Teachers College-Columbia Univ. (2007)
- M.A., Teachers College-Columbia Univ., (2009)
- Ph.D., Columbia University (2011)

Janet Martinez (2008)

Lecturer 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)

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)

Associate 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)

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)

Ignacio E. Rodriguez (2013)

Lecturer of Educational Research

- B.A., University of Texas at Brownsville (1996)
- M.A.I.S. University of Texas at Brownsville (1999)
- M.A. University of Texas at Brownsville (2009)
- Ph.D. Monterrey Institute of Technology and Higher Education (2008)

James Telese (1995)

Professor of Mathematics Education

- B. S., Texas A&M University (1982)
- M.S., Corpus Christi State University (1989)

- Ph.D., Texas A&M University (1994)

Maria Elena Valdes-Corbeil (2007)

Associate Professor of Applied Technologies

- B.A., Florida International University (1992)
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- Ed.D., University of Houston (2005)

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

Zhidong Zhang (2009)

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

COLLEGE OF LIBERAL ARTS

Department of Behavioral Sciences

Jaime Cano (1998)

Lecturer of Psychology

- B.A., University of Texas at Pan American (1974)
- M.Ed., University of Texas at Brownsville (1995)

Ethel K. Cantu (1979)

Associate Professor of Psychology

- B.S., University of California at Davis
- M.A., Texas A&M University at Kingsville

William C. Davis (1975)

Master Technical Instructor of Psychology

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

Bernardo De La Garza (2010)

Assistant Professor of Psychology

- B.A., The University of Texas at Brownsville and Texas Southmost College (2005)
- M.S., Kansas State (2008)
- Ph.D., Kansas State (2012)

Diamantina Freeberg (1979)

Professor of Psychology

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

Mark Horowitz (2007)

Associate Professor of Sociology

- B.A., Clark University (1991)
- M.A., University of Kansas (1996)
- Ph.D., University of Kansas (2004)

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)
- Ph.D., Texas A&M University-Kingsville (2010)

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)***Professor of Sociology***

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

William Yaworsky (2005)***Associate Professor of Anthropology***

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

Antonio Zavaleta (1976)***Professor of Anthropology***

- B.A., University of Texas in Austin (1971)
- M.A., University of Texas in Austin (1972)
- Ph.D., University of Texas in Austin (1976)

Department of Communication**John Cook (2004)*****Associate Professor of Communication***

- B.S., Louisiana State University (1974)
- M.A., Louisiana State University (1976)
- Ph.D., North Texas State University (1982)

Louis Falk (2005)***Professor of Communication***

- B.A., University of New Orleans (1988)
- M.A., University of New Orleans (1989)
- Ph.D., University of Southern Mississippi (1991)

Juliet V. García (1972)***Professor of Communication and Linguistics***

- B.A., University of Houston (1970)
- M.A., University of Houston (1972)
- Ph.D., The University of Texas at Austin (1976)

David Hinojosa (2013)***Lecturer of Communication***

- B.A., The University of Texas at Brownsville (2007)
- M.A., LaSalle University (2013)

Karon Jahn (2005)***Senior Distinguished Lecturer of Communication***

- B.A., University of Houston (1984)
- M.A., University of Houston (1987)

Sharaf Rehman (2008)***Professor of Communication***

- B.A., Royal University of Lund, Sweden (1971)
- M.A., Uppsala University, Sweden (1973)
- M.F.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)

William F. Strong (2000)***Professor of Communication***

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

Ben Wasike (2005)***Associate Professor of Communication***

- B.A., Moi University, Kenya (1996)
- M.A., Southern University (2000)
- Ph.D., Louisiana State University (2005)

Department of Criminal Justice**Dianna Blankenship (2011)*****Lecturer***

- B.S., Texas Christian University (1975)
- M.S., Texas Woman's University (1977)
- Ph.D., Texas Woman's University (1982)
- J.D., Texas Wesleyan University School of Law (1995)

Ben Brown (1998)***Professor of Criminal Justice***

- B.A., Bellarmine College (1990)
- M.A., University of Louisville (1992)

- Ph.D., Kansas State University (1995)

Mario A. Davila (2005)

Associate Professor of Criminal Justice

- B.A., The University of Texas-Pan American (1999)
- M.A., Sam Houston State University (2002)
- Ph.D., Sam Houston State University (2005)

Marguerite DeWitt (2014)

Lecturer of Criminal Justice

- B.A., Saint Andrews Presbyterian College (1976)
- M.D., Wake Forest School of Medicine (1980)
- J.D., University of Maine School of Law (1999)

Deborah J. Hartley (2005)

Associate Professor of Criminal Justice

- B.A., University of Maine (1996)
- M.S., California State University (1999)
- Ph.D., Sam Houston State University (2008)

Anastasia Lawrence (2002)

Lecturer of Criminal Justice

- B.A., St. Mary's University (1994)
- M.A., Indiana University (2000)

Michael A. Lytle (2006)

Lecturer of Criminal Justice

- M.ED., Texas A&M University (1978)
- Postgraduate Doctoral Study to A.B.D., Texas A&M University (1978-1983)

Noel Otu (2001)

Associate Professor of Criminal Justice

- B.A., Chadron State College (1985)
- M.A., Texas Woman's University (1987)
- Ph.D., Florida State University (1995)

Susan Ritter (1993)

Associate Professor of Criminal Justice

- B.S., Texas Woman's University (1980)
- M.A., The University of Texas at Arlington (1988)
- Ph.D., Sam Houston State University (1997)

Steve Wilson (2008)

Associate Professor of Criminal Justice

- B.A., University of Central Florida (1999)
- M.A., University of Central Florida (2001)
- Ph.D., University of Nebraska at Omaha (2005)

Department of English

Robert Carlson (2013)

Lecturer of English

- B.A., Texas A&M University-Corpus Christi (2003)
- M.A., The University of Texas at Brownsville (2010)

Christopher Carmona (2012)

Assistant Professor of English

- B.A., The University of Texas –Pan American (2002)
- M.A., The University of Texas at Brownsville (2007)
- Ph.D., Texas A&M University (2012)

Charles Dameron (1985)

Professor Emeritus 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)

Eduardo Del Rio (2002)

Associate Professor of English

- B.A., The University of Texas-Pan American (1983)
- M.A., The University of Texas-Pan American (1990)
- Ph.D., Texas A&M University (1996)

Diana Dominguez (2003)

Associate Professor of English

- B.J., The University of Texas at Austin (1982)
- M.A., The University of Texas-Pan American (1993)
- Ph.D., Texas Tech University (2004)

Sheila Dooley (2010)

Assistant Professor of English

- B.A., Tulane University (1981)
- Ph.D., Lund University, Sweden (1991)

Amy Frazier (1990)

Lecturer of English

- A.A., Texas Southmost College (1981)
- B.A., Pan American University-Brownsville (1985)
- M.A., The University of Texas at Brownsville and Texas Southmost College (1995)

James Frost (2009)

Associate Professor of English

- B.A., Governor's State University (1983)
- M.A., The University of Texas-Pan American (1990)
- Ph.D., Texas A&M University (1997)

M. Therese McHale Gallegos (1990)

Associate Professor of English

- B.A., State University of New York-Binghamton (1976)
- M.A., University of New Mexico (1980)
- Ed.D., Harvard University (1993)

Pamela Herring (2008)

Lecturer of English

- B.S., St. Cloud State University (1980)
- M.A., Northern Arizona University (1988)
- M.A., Northern Arizona University (1993)

Farhat Iftekharuddin (1990)

Professor of English

- B.A., University of Dacca, Bangladesh (1976)
- M.A., University of Dacca, Bangladesh (1978)
- Ph.D., Oklahoma State University (1989)

Ronny Noor (1996)

Professor of English

- M.A., Technical University of Berlin, Germany (1986)
- M.A., Oklahoma State University (1989)
- Ph.D., Oklahoma State University (1994)

Javier A. Martinez (1999)

Associate Professor of English

- B.A., The University of Texas at Austin (1990)

- M.A., The University of Texas-Pan American (1993)
- Ph.D., The Ohio State University (1998)

Susan Mills (2000)

Lecturer of English

- B.A., The University of Texas at Brownsville and Texas Southmost College (1999)
- M.A., The University of Texas at Brownsville and Texas Southmost College (1994)

Wayne Moore (1976)

Professor of English

- B.A., North Texas State University (1967)
- M.A., Texas A & M Commerce (1972)
- Ph.D., North Texas State University (1984)

Teresa Murden (2001)

Associate Professor of English

- B.A., Corpus Christi State University (1993)
- M.A., Texas A&M University-Corpus Christi (1995)
- Ph.D., Bowling Green State University (1998)

John Newman (2004)

Associate Professor of English

- B.A., Western Washington University (1986)
- M.S., Western Washington University (1989)
- Ph.D., University of Warsaw (2002)

Stephen M. Park (2014)

Assistant Professor of English

- B.A., Cornell University (2001)
- M.A., University of Chicago (2003)
- M.A., University of Southern California (2006)
- Ph.D., University of Southern California (2011)

Lyon Rathbun (2004)

Associate Professor of English

- B.A., University of California (1977)
- M.A., San Francisco State University (1981)
- Ph.D., University of California (1994)

Diana Noreen Rivera (2014)

Assistant Professor of English

- B.A., University of Texas Pan American (2003)

- M.A., University of Texas Pan American (2005)
- Ph.D., University of New Mexico (2014)

Mimosa Stephenson (1973)

Professor of English

- B.A., Pan American College (1961)
- M.A., Texas Technological College (1963)
- Ph.D., Texas Technological College (1965)

Karina Stiles-Cox (2009)

Lecturer of English

- B.A., Austin College (1997)
- M.A., The University of Texas at San Antonio (2000)
- M.A., The University of Texas at Brownsville (2010)

Lupita Strong (2012)

Lecturer of English

- B.A., The University of Texas at Brownsville (2008)
- M.A., The University of Texas at Brownsville (2011)

Elizabeth G. Vidaurri (1981)

Associate Master Technical Instructor of English

- B.S., Pan American University-Brownsville (1974)
- M.A., Pan American University-Brownsville (1980)

Yong-Kang Wei (2004)

Associate Professor of English

- B.A., East China Normal University (1983)
- M.A., Southeast Missouri State University (1992)
- Ph.D., Iowa State University (2004)

Department of Government

Alan F. J. Artibise (2010)

Professor of Government

- B.A. (First Class), University of Manitoba, 1967
- Ph.D., University of British Columbia, 1972

Charles W. Chapman (1999)

Lecturer of Government

- B.S., Southwest Texas University (1972)
- 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)

Guadalupe Correa-Cabrera (2009)

Associate Professor of Government

- BA., Universidad Iberoamericana (UIA) (1997)
- M.A., New School For Social Research/The New School (2002)
- Ph.D., New School For Social Research/The New School (2009)

Alexandre Couture Gagnon (2014)

Assistant Professor of Government

- B.A., Laval University, Québec City, Canada (2005)
- M.Sc., École nationale d'administration publique (ENAP), Québec City, Canada (2007)
- Ph.D., School of Public Policy and Administration (SPPA) (2013)

Terence M. Garrett (2006)

Professor of Government

- B.A., University of Oklahoma (1983)
- M.A., University of Central Oklahoma (1990)
- Ph.D., University of Oklahoma (1997)

Mark Kaswan (2011)

Assistant Professor of Government

- B.A., California State University-Northridge (2002)
- M.A., University of California, Los Angeles (2007)
- Ph.D., University of California, Los Angeles(2010)

Ronald John Lane (1990)

Lecturer of Government

- B.A., Florida Southern College (1972)
- M.A., Western Illinois University (1987)

Michelle Keck (2010)

Assistant Professor of Government

- B.A., Midwestern State University (2000)
- M.A., Midwestern State University (2003)
- Ph.D., Texas Tech University (2010)

Ruth Ann Ragland (2001)

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- B.A., University of Arkansas
- M.A., University of New Mexico

- Ph.D., University of North Texas

Department of History

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)
- D.A., University of North Dakota (1975)

Thomas A. Britten (2003)

Associate Professor of History

- B.A., Texas Tech University (1986)
- M.A., Hardin-Simmons University (1990)
- Ph.D., Texas Tech University (1994)

David C. Fisher (2006)

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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)

Harriett D. Joseph (1976)

Professor of History

- B.A., Southern Methodist University (1967)
- M.A., North Texas State University (1971)
- Ph.D., North Texas State University (1976)

Milo Kearney (1970)

Professor Emeritus of History

- 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)

Philip W. Kendall (1992)

Lecturer of History

- B.A., De Pauw University (1957)
- M.A., Boston University (1960)

- Ph.D., Boston University (1968)

Anthony K. Knopp (1976)

Professor Emeritus of History

- B.A., College of St. Thomas (1962)
- M.A.T., College of St. Thomas (1963)
- M.A., University of Minnesota (1966)
- Ph.D., Texas Tech University (1973)

Manuel F. Medrano (1972)

Lecturer of History

- B.S., Texas A&I University (1970)
- M.A., Texas A&I University (1971)
- Ed.D., University of Houston (1985)

James W. Mills (2000)

Lecturer of History

- B.A., University of Texas-Brownsville (1996)
- M.A.I.S., University of Texas-Brownsville (2000)

Angelika Potempa (1999)

Associate Professor of Philosophy

- 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., Washington and Lee University (1992)
- M.A., University of Connecticut-Storrs (1994)
- Ph.D. University of Connecticut-Storrs (2003)

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Cipriano A. Cárdenas (1971)

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- B.A., Texas A&M University-Kingsville (1968)
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- B.A., Autonomous University of Barcelona, Spain (1998)
- M.A., Autonomous University of Barcelona, Spain (1998)
- M.A., State University of New York-Binghamton (2005)
- Ph.D., University of Barcelona, Spain (2008)

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- B.S., University of Texas at Brownsville (2002)
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- Ph.D., University of Houston (2012)

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- B.A., Columbia University (1968)
- M.A., Columbia University (1971)
- M.Phil., Columbia University (1974)
- Ph.D., Columbia University (1976)

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Associate Professor of French

- M.A., Syracuse University (1990)
- Ph.D., University of Maryland-College Park (2001)

Dania C. López García (2005)

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- B.A., The University of Texas at Austin (1998)
- M.A., Stanford University (1999)
- Ph.D., Stanford University (2008)

Ana del Rosario Peña-Oliva (2002)

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- B.A., The University of Texas at Brownsville and Texas Southmost College (1994)
- M.A., The University of Texas at Brownsville and Texas Southmost College (1996)

Elena Vega-Sampayo (2008)

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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)

Department of Music

Nicole Asel (2012)

Assistant Professor of Music

- B.M., Ithaca College (2001)
- M.M., University of North Carolina at Greensboro (2004)
- D.M.A., The University of Colorado at Boulder (2013)

Juan Pablo Andrade

Assistant Professor of Music

- B.M., University of Costa Rica, in San Jose (1994)
- M.M., Arizona State (1996)
- Artist Diploma, Indiana University South Bend (2000)
- D.M.A., University of North Carolina at Greensboro (2008)

Cristina Ballatori (2008)

Assistant Professor of Music

- B.M., George Mason University (1999)
- M.M., Louisiana State University (2001)
- Royal Northern College of Music, U.K. (2004)
- D.M.A., University of Colorado at Boulder (2006)

Antonio Briseño (1978)

Lecturer of Music

- B.M.E., Eastern New Mexico University (1972)
- M.A. Eastern New Mexico University (1974)

James A. Brownlow (1984)

Professor of Music

- B.M.E., Furman University (1976)
- M.M., Northwestern University (1978)
- D.M.A., The University of Texas at Austin (1994)

Katherine Decker (2012)

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- B.M., Valparaiso University (2003)
- M.M., The Florida State University (2009)
- D.M.A., The Florida State University (2011)

Susan de Ghizé (2011)

Assistant Professor of Music

- B.A., University of California at Berkeley (1996)
- Ph.D., University of California at Santa Barbara (2003)

Mark Eichenberger

Lecturer of Music

- B.M., University of Nevada-Las Vegas (2005)
- M.M., University of Illinois (2008)

Jonathan Guist (2007)

Associate Professor of Music

- B.M.M.E., New Mexico State University (1996)
- M.M., Baylor University (1999)
- D.M.A. Eastman School of Music (2004)

Daniel Hunter Holly (2008)

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- B.M., University of California-Santa Barbara (2001)
- M.M., University of North Carolina at Greensboro (2004)
- D.M.A., The Ohio State University (2007)

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- B.M., Potsdam College (1981)
- M.M., University of Louisville (1986)
- *Hochschulabschlussprüfung* (Advanced Performance Diploma), Freiburg, Germany (1984)
- M.A., Brown University (1991)
- Ph.D., Brown University (1997)

Carol McNabb- Goodwin (1999)

Associate Professor of Music

- B.M., University of North Texas (1977)
- M.M., University of Louisiana-Monroe (1990)
- D.M.A., The University of Arizona (1996)

Joe W. Moore III (2014)

Lecturer of Music

- B.M., University of Central Florida, Orlando, FL (2009)
- M.M., University of South Carolina, Columbia, SC (2011)
- D.M.A. Louisiana State University, Baton Rouge, LA (2014)

Tom Nevill (2005)

Associate Professor of Music

- B.M., Eastern Illinois University (1998)

- M.M., 2005 D.M.A., University of Nevada-Las Vegas (2001)
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Martha Placeres (2004)

Lecturer of Music

- B.M., City of Puebla Conservatory of Music, Mexico (2001)
- M.A.I.S. The University of Texas at Brownsville and Texas Southmost College (2005)
- D.M.A., Texas Tech University, Lubbock, TX (2014)

Michael Quantz (1999)

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- B.M., University of North Texas (1980)
- M.M., University of North Texas (1982)
- D.M.A., University of North Texas (1994)

Kenneth Saxon (2005)

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- B.M., Shorter College (1989)
- M.M., Shorter College (1992)
- D.M.A., University of Alabama (2000)

Stephen Shoop (2012)

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- B.M.E., Texas Christian University (1978)
- D.M.E., University of North Texas (2000)
- M.M.E., Indiana University (1984)

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B.M. Westminster College, New Wilmington, PA (2004)
 M.M. Carnegie Mellon University, Pittsburgh, PA (2009)
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Terry Tomlin (1980)

Professor Emeritus of Music

- B.A., Olivet University (1969)
- M.M.Ed., Vandercook College of Music (1972)
- M.A., Eastern Illinois University (1980)

Richard Urbis (1985)

Professor of Music

- B.M., Texas A&M University-Corpus Christi (1975)

- M.M., The Juilliard School of Music (1977)
- Artist Diploma, The Juilliard School of Music (1978)

Sue Zanne Williamson Urbis (1995)

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- B.M.Ed., Sam Houston State University (1977)
- M.A., Texas A&M University-Corpus Christi (1981)
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Carlos G. Gómez (1985)

Professor of Visual Arts

- B.F.A., Pan American University (1977)
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COLLEGE OF NURSING

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- B.S., Houston Baptist University (1973)
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- B.S.N., Indiana University (1976)
- M.S.N., The University of Texas Health Science Center at San Antonio (1993)
- FNP-C, Texas A&M University-Corpus Christi (1995)
- DNP, University of Alabama-Capstone College of Nursing (2012)

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- L.P.N., State School of Science (1965)
- A.D.N., Dickinson State, North Dakota (1970)
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- M.S.N., Corpus Christi State University (1988)
- M.S.N. Advanced Health Assessment, The University of Texas at Brownsville (2014)

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- Nursing Diploma, St. Mary's School of Nursing-Galveston (1956)
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- M.S.N., The University of Texas at System School of Nursing at San Antonio (1973)
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- B.B.A., University of North Florida, Jacksonville FL (1989)
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- B.S., Universidad Autonoma de Nuevo Leon, Mexico (2002)
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- B.S., Autonomous University of Baja California Sur, Mexico (1997)
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- B.S. Xiamen University, China (1995)

- M.S., The University of British Columbia, Canada (1999)
- Ph.D., Wesleyan University (2005)

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- A.A., Texas Southmost College (1977)
- B.S., University of Houston (1981)
- Ph.D., University of Houston (1987)

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

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- B.S., Bangladesh University of Engineering and Technology (1999)
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- Ph.D., The University of Tennessee (2007)

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- Ph.D., The University of Texas at Arlington (1987)
- M.S., University of Kansas (1991)

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- B.Tech., Indian Institute of Technology-Kampur (1994)
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- Ph.D., California Institute of Technology (2003)

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- B.S., Ocean University of China (1998)
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- B.S., Pan American University (1973)
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- M.S., Universidad Politecnica de Valencia (1997)
- PhD., Universidad Jaume I (2004)

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- B.S., University of Toledo (1985)
- B.S., University of Toledo (1989)
- B.S., University of Toledo (1991)
- M.S., University of Toledo (1995)
- Ph.D., University of Toledo (1997)

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- B.S., University of Rajshahi, Bangladesh (1975)
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- M.S., Fudan University, China (2000)
- Ph.D., State University of New York at Buffalo (2007)

Yong Zhou (2005)

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- B.S., Peking University, China (1992)
- M.S.E.E., 2nd Academy of CAIC/Beijing University of Aeronautics and Astronautics, China (1995)
- Ph.D., The University of Texas at Austin (2005)

Department of Mathematics

Mikhail M. Bouniaev (2009)

Professor of Mathematics

- M.S., School of Mathematics, MPSU
- Ph.D., Moscow Institute of Electrical Engineering
- Doctor of Science, MPSU, Highest Accreditation Commission of the USSR

Rogelio Contreras (1974)

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- B.S., Texas A&M University-Kingsville (1969)
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Alexey Glazyrin (2010)

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- Ph.D. Moscow State University, Russia(2009)

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James Alan Hilsenbeck (1995)

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- B.A., Cornell College of Science, Mathematics & Technology (1985)
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- M.S., Texas A&M University-Kingsville (1995)

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- Ph.D., Canada University (2005)

James Maissen (2013)

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- B.S., University of Florida (1994)
- Ph.D., University of Florida (2013)

Jerzy Mogilski (1996)

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- M.S., Warsaw University, Poland (1972)
- Ph.D., Polish Academy of Sciences (1979)

Oleg Musin (2007)

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- M.S., The University of Texas at Brownsville and Texas Southmost College (2006)

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Vesselin Vatchev (2005)

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- M.S., Sofia University, Bulgaria (1995)
- Ph.D., University of South Carolina (2004)

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- M.S., The University of Texas at Brownsville and Texas Southmost College (2013)

Taeil Yi (2001)

Associate Professor of Mathematics

- B.S., Dankook University, South Korea (1988)
- M.S., Dankook University, South Korea (1990)
- M.S., University of Illinois at Urbana-Champaign (1994)
- M.Ed., University of Florida (1997)
- Ph.D., University of Florida (2000)

Paul-Hermann Zieschang (2001)

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- M.S., University of Tübingen, Germany (1978)
- Ph.D., Kiel University, Germany (1983)

Department of Physics and Astronomy

Matthew Benacquista (2006)

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- B.A., Reed College (1982)
- Ph.D. Montana State University (1988)

Teviet D. Creighton (2007)

Associate Professor of Physics and Astronomy

- B.S., University of Calgary, Canada (1994)
- Ph.D. California Institute of Technology (2000)

Mario C. Diaz (1996)

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- M.S., University of Cordoba, Argentina (1984)
- Ph.D., University of Cordoba, Argentina (1987)

Phillip Dukes (2001)

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- B.S., Brigham Young University (1987)
- Ph.D., Brigham Young University (1996)

Natalia V. Guevara (1998)

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- B.S., Moscow State University, Russia (1985)
- Ph.D., Moscow State University, Russia (1989)

Andreas Hanke (2004)

Associate Professor of Physics and Astronomy (Biophysics and Nanoscience)

- Physics Diploma, University of Munich, Germany (1993)
- Ph.D., University of Wuppertal, Germany (1998)

Fredrick A. Jenet (2004)

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- Ph.D., California Institute of Technology (2001)

Karen Martirosyan (2010)

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- M.S., SEUA Yerevan, Armenia
- Ph.D., Russian Academy of Sciences and State Engineering University, Armenia

Soumya Mohanty (2003)

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- B.S., Delhi University, India (1991)
- M.S., Delhi University, India (1993)
- Ph.D., Interuniversity Center for Astronomy and Astrophysics, India (1997)

Soma Mukherjee (2003)

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- B.S., University of Calcutta, India (1984)
- M.S., University of Calcutta, India (1986)
- Ph.D., University of Calcutta, India (1991)

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- B.S., Cornell University (1965)
- Ph.D., California Institute of Technology (1971)

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- M.S., University Hannover, Germany (1996)
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- B.S., Moscow State University, Russia (1989)
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Joseph Romano (2006)***Professor of Physics and Astronomy***

- B.S., Cornell University (1985)
- M.S. Syracuse University (1987)
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- B.S., Pierre and Marie Curie University-Paris VI, France (1988)
- M.S., Pierre and Marie Curie University-Paris VI, France (1990)
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- B.S., Texas A&M University-Kingsville (1969)
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INSTRUCTIONAL SUPPORT

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Librarian, Web and Digital Services

- B.A., Oakland University
- M.L.I.S., Pratt Institute

Hilary V. Frazier

Librarian, Reference

- B.S., University of New Mexico
- M.L.I.S., The University of Texas at Austin
- J.D., University of Oregon

Bashir Ali Khan Tiwana

Librarian, Technical Services

- 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, Cataloger***

- B.A., Wichita State University
- M.L.I.S., The University of Texas at Austin

Librarians**Joel Chirinos*****Librarian, Bibliography and Instruction***

- B.A., The University of Texas at Brownsville and Texas Southmost College
- M.L.I.S., University of North Texas

Justin T. Lawrence***Librarian, Learning Resource Center***

- B.A., The University of Texas at Brownsville and Texas Southmost College
- M.L.I.S., University of North Texas

Ezequiel Melgoza***Librarian, Technical Services***

- B.A., The University of Texas at Brownsville and Texas Southmost College
- M.L.I.S., University of North Texas

Raquel Estrada***Librarian, Acquisitions***

- B.A., The University of Texas at Brownsville and Texas Southmost College
- M.L.I.S., University of North Texas

Liliana Sanchez-Galindo***Librarian, Circulation and Reserves***

- B.A., The University of Texas at Brownsville and Texas Southmost College
- M.L.I.S., University of North Texas

GOVERNANCE AND ADMINISTRATION

THE UNIVERSITY OF TEXAS SYSTEM BOARD OF REGENTS

Regent	Hometown	Term Expires
Francie A. Frederick (General Counsel)	Austin	n/a
David Maximilian Richards (Student Regent)	Austin	May 2015
R. Steven "Steve" Hicks (Vice Chairman)	Austin	February 2015
Wm. Eugene "Gene" Powell (Vice Chairman)	San Antonio	February 2015
Robert L. Stillwell	Houston	February 2015
Alex M. Cranberg	Houston	February 2017
Wallace L. Hall, Jr.	Dallas	February 2017
Brenda Pejovich	Dallas	February 2017
Paul L. Foster (Chairman)	El Paso	February 2019
Ernest Aliseda	McAllen	February 2019
Jeffrey D. Hildebrand	Houston	February 2019

ADMINISTRATIVE OFFICERS

Ad-Interim President

William R. Fannin

- B.A., M.B.A., The University of Texas at Austin
- Ph.D., Texas A&M University

Provost/VPAA

Alan F.J. Artibise

- B.A. (First Class), University of Manitoba
- Ph.D., University of British Columbia

Vice Presidents

Sadiq Shah

Ad-Interim Vice President for Research

Irv Downing***Vice President for Economic Development and Community Services******Vice President for Institutional Advancement***

- 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
- M.A.C.C, Florida Atlantic University
- CPA, State of Texas

Hilda Silva***Vice President for Student Affairs***

- B.S., M.Ed., Pan American University
- Ed.D., University of Houston

Sylvia Leal***Vice President for Enrollment Services***

- B.A., M.A., University of Pan American
- Ph.D., University of Houston

COLLEGE 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

Terry Overton***Interim Dean, College of Education***

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

Mark Kroll***Dean, School of Business***

- B.B.A., M.B.A., Sam Houston State University
- Ph.D., Mississippi State University

Javier Martinez***Dean, College of Liberal Arts***

- B.A., The University of Texas at Austin (1990)
- M.A., The University of Texas-Pan American (1993)
- Ph.D., The Ohio State University (1998)

Ethel Cantu***Associate Vice President for Academic Affairs***

- M.A., Texas A&M University at Kingsville
- B.A., University of California at Davis

Other Deans**Stoves, Douglas*****Assistant Dean of Residential Life and Auxiliary Services***

- 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 recognize 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 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 faculty, staff and students is confidential. A complete copy of the AIDS, HIV and Hepatitis B Infection policy may be found online in the [Handbook of Operating Procedures](#) (HOOP), [Section 3.2](#), and is also available in the Dean's office of each college and division, the library and most UTB departments. This policy applies to all students of UTB as they pursue their academic and clinical endeavors. Educational pamphlets 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

- Health-care provider.
- [Student Health Center](#), 956-882-8951 or 956-882-3896
- Local or regional Texas Department of Health office, 800-837-6768
- [Centers for Disease Control and Prevention](#)
- [American College Health Association](#)
- UTB: [“Important Information About Bacterial Meningitis”](#)

Facilities

UTB facilities are not open for general public use. For more information on the use of facilities, please reference [UTB HOP, Section 10.2.6](#).

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Texas Public Information Act, Texas Government Code § 552.001 et. seq., are respectively a federal and state law that provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy, which is included in the “Handbook of Operating Procedures” (H.O.P.) and “Undergraduate Catalog.” In accordance with these laws, UTB has adopted the following policy. UTB will not permit access to or the release of personally identifiable information contained in student education records without the written consent of the student to any party, except as follows:

- To appropriate UTB officials who require access to educational records in order to perform their legitimate educational duties
- To officials of other schools in which the student seeks or intends to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if desired
- To federal, state, or local officials or agencies authorized by law
- In connection with a student’s application for, or receipt of, financial aid

- To accrediting organizations or organizations conducting educational studies, provided that these organizations do not release personally identifiable data and destroy such data when it is no longer needed for the purpose it The University of Texas at Brownsville and Texas Southmost College was obtained
- To the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance
- In compliance with a judicial order or subpoena, provided a reasonable effort is made to notify the student in advance unless such subpoena specifically directs the institution not to disclose the existence of a subpoena
- In an emergency situation if the information is necessary to protect the health or safety of the students or other persons
- To an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released

UTB will release information in student education records to appropriate UTB officials as indicated in (1) above when such records are needed by administrators, faculty or staff in furtherance of the educational and/or business purposes of the student or UTB.

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Registrar's Office 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.

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 Ave. SW, Washington, D.C. 20202-4605.

Directory Information

At its discretion, UTB may release directory information, which shall include:

- Name, address, telephone number, email address
- Date and place of birth

- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Most recent educational institutions attended
- Classification
- Degrees and awards received
- Date of graduation
- Physical factors (height and weight) of athletes

Students may withhold directory information by notifying the Office of the Registrar in writing each semester during the first 12 days of class of a fall or spring semester, the first four class days of a summer semester or the first three days of any semester. Request for nondisclosure will be honored by the institution for only the current enrollment period; therefore, a request to withhold directory information must be filed each semester or term in the Office of the Registrar.

Access to File

Upon written request, UTB shall provide a student with access to his or her educational records. The dean of students has been designated by the institutions to coordinate the inspection and review procedures for student education records, which include admissions files, academic files, and financial files. Students wishing to review their education records must make written requests to the dean of students, listing the item or items of interest. Education records covered by the Act will be made available within a reasonable amount of time, but not later than 45 days as recommended by the Department of Education. A list of education records and those officials for the records shall be maintained at the Office of the Registrar. This list includes:

Academic Records

- Admissions
- Registrar
- Department and faculty offices

Student Services records

- Housing: Director of Housing
- Discipline: Dean of Students
- Student Life Office: Director of Student Life
- Testing: Director of Testing

Financial Records

- Business Office: Vice President for Business Affairs
- Student Financial Assistance Office: Director of Financial Assistance

Education records do not include:

- Financial records of the student's parent or guardian
- Confidential letters of recommendation that were placed in the education records of a student prior to January 1, 1975
- Records of instructional, administrative and education personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for maker
- Records of law enforcement units
- Employment records related exclusively to an individual's employment capacity
- Medical and psychological records
- Thesis or research papers
- Records that only contain information about an individual after the individual is no longer a student at the institution

Challenge to Record

Students may challenge the accuracy of their educational records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, may discuss their problems informally with the dean of students. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and will be informed by the dean of students of his or her right to a formal hearing.

Student requests for a formal hearing must be made in writing to the dean of students, who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be at the hearings with one or more persons of their choice, including attorneys, at the students' expense. The hearing officer will adjudicate such challenges and will be appointed by the dean of students in nonacademic matters and by the vice president for Academic Affairs for Academic Matters.

Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, will consist of the written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned.

The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decision of the hearing officer. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudication 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.

Copies

Students may have copies of their educational records. These copies will be made at the student's expense at rates authorized in the Texas Public Information Act except that official transcripts will be \$5. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial hold at UTB.

Fire Safety

The institution follows federally-mandated [fire safety policies and procedures](#) and [reporting requirements](#).

False Alarm or Report

It is a violation of university rules governing student conduct to intentionally cause a false alarm or file a false report to any officer or employee of the university. A student who is suspected of intentionally causing a false alarm or filing a false report will be entitled to due process as defined in the Student Disciplinary Hearings and Appeals Procedures (H.O.P. 6.4.2). A student found responsible for violating any section of the Student Code of Conduct (H.O.P. 6.4.1) is subject to disciplinary penalties which may include suspension or expulsion from the university.

In addition, an incident of intentionally causing a false alarm or filing a false report may also be considered a violation of Texas Penal Code section 42.06 and therefore carry criminal penalties as well.

Texas Penal Code - Sec. 42.06. FALSE ALARM OR REPORT.

(a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

- (1) cause action by an official or volunteer agency organized to deal with emergencies;
- (2) place a person in fear of imminent serious bodily injury; or
- (3) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Related Links:

H.O.P. 6.4.1 - Student Code of Conduct

<http://www.utb.edu/ba/hoop/Policy/6-4-1.pdf>

<http://www.utb.edu/ba/hoop/Policy/6-4-2.pdf>

Texas Penal Code section 42.06 – False Alarm or Report

<http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.42.htm#42.06>

Gang-free Zones

Premises owned, rented or leased by The University of Texas at Brownsville, 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.

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 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 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 can contact within 24 hours after it determines, according to its procedures, that the student is missing.

If students or employees of UTB learn or believe that a student residing on campus has been missing for more than 24 hours, they should immediately contact the UTB 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 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 will attempt to contact his or her known emergency contacts.

Sexual Harassment Policy

UTB are 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 maintain 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.

All sexual harassment complaints must be filed with the Office of the Vice President for Business Affairs, located at The Woods in 451 E. Alton Gloor Blvd. Procedures for filing complaints are found in the [Handbook of Operating Procedures](#) (H.O.P.), §3.3, page 4 of 8.

Consensual Relationships

UTB 's policy regarding consensual relationships that result in sexual harassment is found in the H.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 's policy regarding sexual offenses is found in the H.O.P., §3.6, Page 1 of 5. This section applies to complaints of sexual assault by any member of the UTB communities 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 pre-complaint counseling are available for students in the Counseling Center, which is located in the Student Health Services office.

Solicitation Policy

UTB '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.

Non-university 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 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 's programs, the types of graduate and professional education in which graduates of UTB 's four-year degree programs enroll and institutional completion or graduation rates. Pursuant to 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.

UTB publish and distribute an annual campus security report, which is available at the [Campus Safety website](#) and which describes campus safety and security policies and crime statistics and is made available to all current students and employees, applicants for enrollment or employment and submitted to the Secretary of Education. The report identifies UTB 's policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning UTB '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 non-campus buildings or property and public property, policies concerning the monitoring and recording through local police agencies of criminal activity at off-campus locations, 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 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 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 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 or college 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 Post-Baccalaureate 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 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 's requirements for a teaching degree or teacher certification. Additionally, the Texas State Board for Educator Certification (SBEC) 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 academic advising specialist cannot attend the function with the student group, another university staff or faculty member may attend in the place of the academic advising

specialist. 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 [Handbook of Operating Procedures](#) (H.O.P.) section titled “[Student Travel](#).”