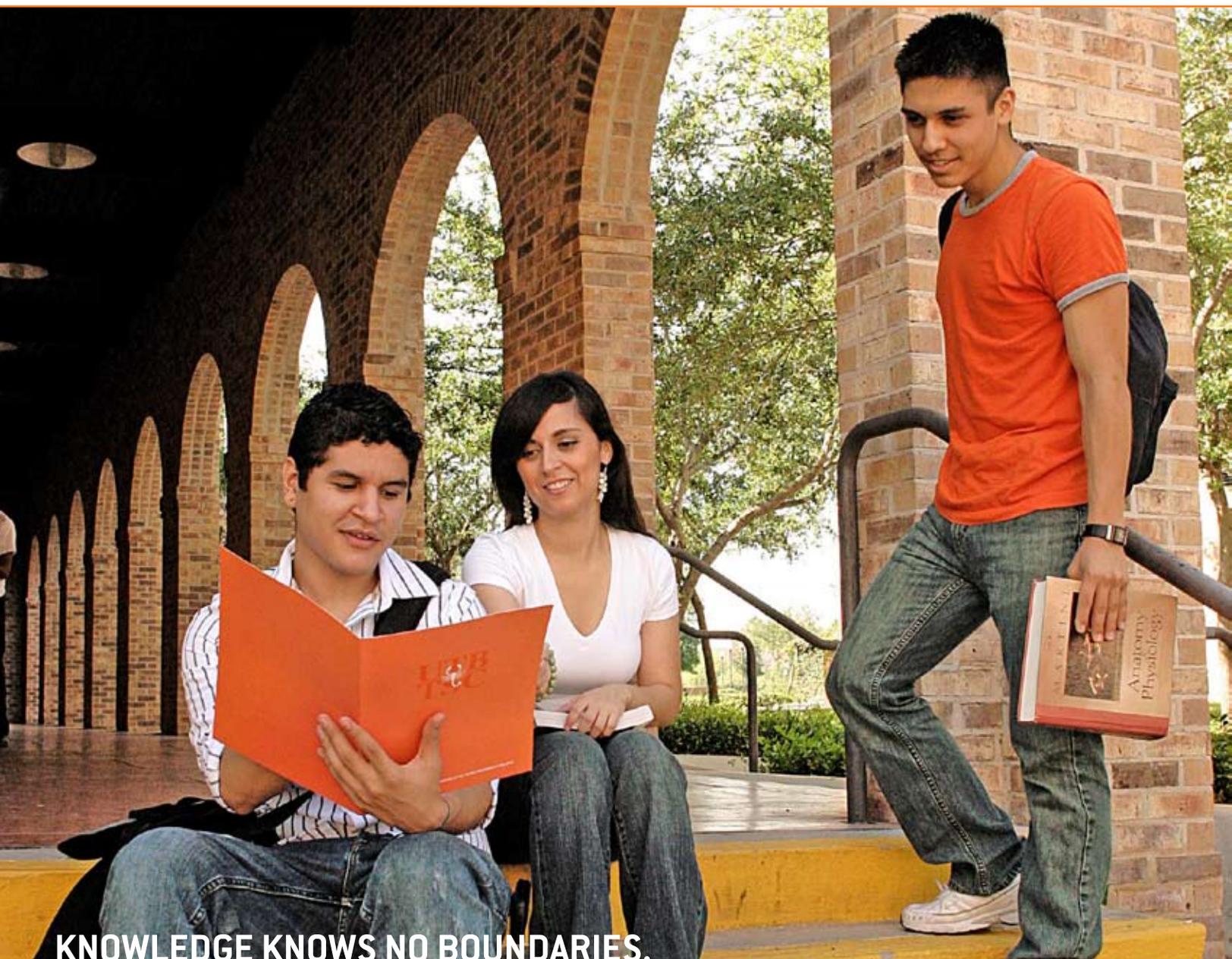


2009-2010. UNDERGRADUATE CATALOG



KNOWLEDGE KNOWS NO BOUNDARIES.

The University of Texas at Brownsville
and Texas Southmost College



TABLE OF CONTENTS

Academic Calendars 7

Enrollment Services 12

Student Financial Services 33

Student Services & Campus Life..... 40

Academic Information 53

Colleges and Schools 80

Programs of Study and Course Listings..... 129

Governance, Administration 130

Appendix - Official Policy Statements 133



HISTORY AND OPERATION OF THE PARTNERSHIP

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

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

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

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

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

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

The operation of the partnership consolidates the administrative, instructional and support services of the two institutions. Under the provisions of the partnership, Texas Southmost College retains all of its property and assets. The University of Texas at Brownsville leases needed facilities from the district. Through this unique arrangement, The University of Texas at Brownsville and Texas Southmost College have embarked on a quest to provide the finest educational opportunities that their consolidated resources can create.



MISSION AND PHILOSOPHY STATEMENT

The University of Texas at Brownsville and Texas Southmost College Partnership

The Mission

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

The UTB/TSC partnership offers certificates and associate, baccalaureate and graduate degrees in liberal arts, the sciences and professional programs designed to meet student demand as well as regional, national and international needs. UTB/TSC places excellence in learning and teaching at the core of its commitments. It seeks to help students at all levels develop the skills of critical thinking, quantitative analysis and effective communications which will sustain lifelong learning. It seeks to be a community university which respects the dignity of each learner and addresses the needs of the entire community.

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

The Philosophy

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

Statement of Equal Educational Opportunity

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 Texas Southmost College and The University of Texas 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 should be filed with the Office of the Vice President for Business Affairs, located in Tandy Hall 100. Procedures for filing complaints are found in the Handbook of Operating Procedures.



THE UNIVERSITY OF TEXAS AT BROWNSVILLE AND TEXAS SOUTHMOST COLLEGE

The University of Texas at Brownsville is part of The University of Texas System. The university's offerings are approved by the Coordinating Board and The University of Texas System. Texas Southmost College is authorized under federal law to enroll non-immigrant alien students.

Accreditations

The University of Texas at Brownsville and Texas Southmost College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates and associate, baccalaureate, masters and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of Texas at Brownsville and Texas Southmost College. The University of Texas at Brownsville and Texas Southmost College is also accredited by the Texas Education Agency and the National Association for Education of Young Children.

Affiliations

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

Disclaimer

This is a general information publication only. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student or faculty member, Texas Southmost College and The University of Texas at Brownsville or The University of Texas System. The University of Texas at Brownsville and Texas Southmost College 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.



UG - Graduation Application Deadlines	March 1	Sunday
UG - Priority Admissions Application Deadline (\$15 Late Application Fee charged after this date)	July 1	Wednesday
GR - Priority Admissions Application Deadline (Additional \$15 Late Application Fee charged after this date)	July 1	Wednesday
Registration (First day start 6 a.m.; last day end 11:59 p.m.)	April 14- August 16	Tuesday-Sunday
Administrative - Financial Aid Stop Date for Regular Registrations (5 p.m.)	August 10	Monday
Emergency Loan Processing - Regular Registration	August 11-13	Tuesday-Thursday
Late Registration (First day start 6 a.m.; last day end 11:59 p.m.) (\$30 Late Registration Fee charged during this period)	August 17-23	Monday-Sunday
Registration Payment Deadline (4 p.m.)	August 19	Wednesday
Registration Voids Due to Non-Payment	August 20	Thursday
First Class Day	August 24	Monday
Add/Drop (First day start 6 a.m.; last day end 4 p.m.) (\$5 Add/Drop Fee charged for each transaction)	August 24-26	Monday-Wednesday
Emergency Loan Processing - Late Registration	August 27-28	Thursday-Friday
Late Registration and Add/Drop Payment Deadline (4 p.m.)	August 28	Friday
Late Registration Voids Due to Non-Payment	August 31	Monday
GR - Graduation Application Deadlines	September 1	Tuesday
GR - Master's Comprehensive Exam Application Deadlines	September 1	Tuesday
Labor Day Holiday	September 7	Monday
Official Record Date	September 9	Wednesday
Deadline to Withdraw without Recorded Grade	September 9	Wednesday
Deadline for Pass/Fail Petitions	September 9	Wednesday
Mid-Term	October 15	Thursday
Deadline to withdraw with a "W" (4pm)	October 30	Friday
GR - Master's Comprehensive Exam	November 7	Saturday
GR - Deadline to Defend Master's Thesis	November 6	Friday
Thanksgiving Holiday	November 25-28	Wednesday- Saturday
Last Class Day	December 5	Saturday
Final Exams	December 7-12	Monday- Saturday
Grades submitted by faculty on Scorpion Online 24 hours after final exam completed	December 13	Sunday
Grades available on Scorpion Online	December 14	Monday
Commencement	December 19	Saturday



UG - Graduation Application Deadlines	August 1	Saturday
UG - Priority Admissions Application Deadline (\$15 Late Application Fee charged after this date)	December 1	Tuesday
GR - Priority Admissions Application Deadline (Additional \$15 Late Application Fee charged after this date)	December 1	Tuesday
Registration (First day start 6 a.m.; last day end 11:59 p.m.)	November 17-January 11	Tuesday-Monday
Administrative - Financial Aid Stop Date for Regular Registrations (5 p.m.)	January 4	Monday
Emergency Loan Processing - Regular Registration	January 6-8	Wednesday-Friday
Late Registration (First day start 6 a.m.; last day end 11:59 p.m.) (\$30 Late Registration Fee charged during this period)	January 12-18	Tuesday-Monday
Registration Payment Deadline (4 p.m.)	January 13	Wednesday
Registration Voids Due to Non-Payment	January 14	Thursday
Martin Luther King Holiday	January 18	Monday
First Class Day	January 19	Tuesday
Add/Drop (First day start 6 a.m.; last day end 4 p.m.) (\$5 Add/Drop Fee charged for each transaction)	January 19-21	Tuesday-Thursday
Emergency Loan Processing - Late Registration	January 21	Thursday
Late Registration and Add/Drop Payment Deadline (4 p.m.)	January 21	Thursday
Late Registration Voids Due to Non-Payment	January 22	Friday
GR - Graduation Application Deadlines	February 1	Monday
GR - Master's Comprehensive Exam Application Deadlines	February 1	Monday
Audit Course Processing Begins	January 27	Wednesday
Official Record Date	February 3	Wednesday
Deadline to Withdraw without Recorded Grade	February 3	Wednesday
Deadline for Pass/Fail Petitions	February 3	Wednesday
Mid-Term	March 11	Thursday
Spring Break	March 15-20	Monday-Saturday
Deadline to withdraw with a "W" (4 p.m.)	March 31	Wednesday
GR - Master's Comprehensive Exam	April 3	Saturday
GR - Deadline to Defend Master's Thesis	April 2	Friday
Last Class Day	May 4	Tuesday
Final Exams	May 5-11	Wednesday- Tuesday
Grades submitted by faculty on Scorpion Online 24 hours after final exam completed	May 12	Wednesday
Grades available on Scorpion Online	Wednesday 13	Thursday
Commencement	May 15	Saturday



UG - Graduation Application Deadlines	November 1	Sunday
UG - Priority Admissions Application Deadline (\$15 Late Application Fee charged after this date)	April 30	Friday
GR - Priority Admissions Application Deadline (Additional \$15 Late Application Fee charged after this date)	N/A	N/A
Registration (First day start 6 a.m.; last day end 11:59 p.m.)	April 13-May 10	Tuesday-Monday
Administrative - Financial Aid Stop Date for Regular Registrations (5 p.m.)	May 5	Wednesday
Emergency Loan Processing - Regular Registration	May 5-6	Wednesday-Thursday
Late Registration (First day start 6 a.m.; last day end 11:59 p.m.) (\$30 Late Registration Fee charged during this period)	May 11-16	Tuesday-Sunday
Registration Payment Deadline (4 p.m.)	May 13	Thursday
Registration Voids Due to Non-Payment	May 14	Friday
First Class Day	May 17	Monday
Add/Drop (First day start 6 a.m.; last day end 4 p.m.) (\$5 Add/Drop Fee charged for each transaction)	May 17	Monday
Emergency Loan Processing - Late Registration	May 17	Monday
Late Registration and Add/Drop Payment Deadline (4 p.m.)	May 17	Monday
Late Registration Voids Due to Non-Payment	May 18	Tuesday
GR - Graduation Application Deadlines	April 1	Thursday
Audit Course Processing Begins	May 18	Tuesday
Official Record Date	May 18	Tuesday
Deadline to Withdraw without Recorded Grade	May 18	Tuesday
Deadline for Pass/Fail Petitions	May 18	Tuesday
Mid-Term	May 25	Tuesday
Memorial Day Holiday	May 31	Monday
Deadline to withdraw with a "W" (4 p.m.)	May 27	Thursday
GR - Deadline to Defend Master's Thesis	July 16	Friday
Last Class Day	June 4	Friday
Final Exams	June 5	Saturday
Grades submitted by faculty on Scorpion Online 24 hours after final exam completed	June 6	Sunday
Grades available on Scorpion Online	June 7	Monday



UG - Graduation Application Deadlines	November 1	Sunday
UG - Priority Admissions Application Deadline (\$15 Late Application Fee charged after this date)	April 30	Friday
GR - Priority Admissions Application Deadline (Additional \$15 Late Application Fee charged after this date)	June 1	Tuesday
Registration (First day start 6 a.m.; last day end 11:59 p.m.)	April 13-May 31	Tuesday-Monday
Administrative - Financial Aid Stop Date for Regular Registrations (5 p.m.)	May 25	Tuesday
Emergency Loan Processing - Regular Registration	May 27-28	Thursday-Friday
Late Registration (First day start 6 a.m.; last day end 11:59 p.m.) (\$30 Late Registration Fee charged during this period)	June 1-6	Tuesday-Sunday
Registration Payment Deadline (4 p.m.)	June 2	Wednesday
Registration Voids Due to Non-Payment	June 3	Thursday
First Class Day	June 7	Monday
Administrative - No registration activity	May 17	Monday
Add/Drop (First day start 6 a.m.; last day end 4 p.m.) (\$5 Add/Drop Fee charged for each transaction)	June 7-8	Monday-Tuesday
Emergency Loan Processing - Late Registration	June 9	Wednesday
Late Registration and Add/Drop Payment Deadline (4 p.m.)	June 9	Wednesday
Late Registration Voids Due to Non-Payment	June 10	Thursday
GR - Graduation Application Deadlines	April 1	Thursday
Audit Course Processing Begins	June 9	Wednesday
Official Record Date	June 10	Thursday
Deadline to Withdraw without Recorded Grade	June 10	Thursday
Deadline for Pass/Fail Petitions	June 10	Thursday
Mid-Term	June 22	Tuesday
Deadline to withdraw with a "W" (4 p.m.) (60%)	June 28	Monday
GR - Deadline to Defend Master's Thesis	July 16	Friday
Independence Day Holiday	July 4	Sunday
Last Class Day	July 7	Wednesday
Final Exams	July 8	Thursday
Grades submitted by faculty on Scorpion Online 24 hours after final exam completed	July 9	Friday
Grades available on Scorpion Online	July 10	Saturday



UG - Graduation Application Deadlines	November 1	Sunday
UG - Priority Admissions Application Deadline (\$15 Late Application Fee charged after this date)	June 1	Tuesday
GR - Priority Admissions Application Deadline (Additional \$15 Late Application Fee charged after this date)	July 1	Thursday
Registration (First day start 6 a.m.; last day end 11:59 p.m.)	April 13-July 5	Tuesday-Monday
Administrative - Financial Aid Stop Date for Regular Registrations (5 p.m.)	June 29	Tuesday
Emergency Loan Processing - Regular Registration	June 30-July 1	Wednesday-Thursday
Late Registration (First day start 6 a.m.; last day end 11:59 p.m.) (\$30 Late Registration Fee charged during this period)	July 6-11	Tuesday-Sunday
Registration Payment Deadline (4 p.m.)	July 7	Wednesday
Registration Voids Due to Non-Payment	July 8	Thursday
First Class Day	July 12	Monday
Administrative - No registration activity	May 17-June 7-8	Monday; Monday-Tuesday
Add/Drop (First day start 6 a.m.; last day end 4 p.m.) (\$5 Add/Drop Fee charged for each transaction)	July 12-13	Monday-Tuesday
Emergency Loan Processing - Late Registration	July 15	Thursday
Late Registration and Add/Drop Payment Deadline (4 p.m.)	July 15	Thursday
Late Registration Voids Due to Non-Payment	July 16	Friday
GR - Graduation Application Deadlines	April 1	Thursday
Audit Course Processing Begins (7th day of semester, 2nd day of term, 3rd day of summer term)	July 15	Thursday
Official Record Date	July 16	Friday
Deadline to Withdraw without Recorded Grade	July 16	Friday
Deadline for Pass/Fail Petitions	July 16	Friday
Mid-Term	July 28	Wednesday
Deadline to withdraw with a "W" (4 p.m.)	August 2	Monday
GR - Deadline to Defend Master's Thesis	July 16	Friday
Last Class Day	August 12	Thursday
Final Exams	August 13	Friday
Grades submitted by faculty on Scorpion Online 24 hours after final exam completed	August 14	Saturday
Grades available on Scorpion Online	August 16	Monday



NEW STUDENT RELATIONS

Tandy Hall 116 • (956) 882-8860 or (877) UTB-TSC1 • <http://www.utb.edu/em/nsr/>

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

OFFICE OF ADMISSIONS

Tandy Hall 115 • (956) 882-8295 • <http://www.utb.edu/em/>

Go Center/Info Shop - Tandy Hall Foyer, Library, ITEC Center

Strategically placed throughout the UTB/TSC campus, the Go Centers/Info Shops were created to improve relations with and provide efficient service and concise information to students, faculty, staff and the community. Through the use of cross-trained personnel and online student services, these centers have successfully served as a tool to minimize paperwork, lines and confusion experienced by current and prospective students. As a one-stop center for information, they provide general university information, as well as guidance concerning, but not limited to admissions, financial aid, testing, advising, degree auditing, billing, grades and registration.

Admissions Policy

The institution maintains an open-door admissions policy, but admission does not guarantee admission to all programs. Information about these programs is available at the Academic Advising Center located in the Lightner Center.

Undergraduate Admission Requirements

Anyone meeting one of the following conditions may be admitted:

1. **By High School Graduation** – An official high school transcript showing the high school seal and date of graduation must be submitted to the Office of Admissions in Tandy Hall 115 before registration
2. **By Examination** – Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development (GED) Testing Program. A copy of the certificate of high school equivalency with test scores must be submitted to the Office of Admissions in Tandy Hall 115 prior to registration.
3. **By Individual Approval** – Applicants who do not qualify for admission under either of the above-mentioned conditions may be admitted if they are at least 18 years of age. Applicants must submit two letters of reference using the forms provided by the Office of Admissions in Tandy Hall 115.
4. **By Transfer from Another College** – Students who have attended other colleges must submit official transcripts from each institution to the Office of Admissions in Tandy Hall 115 before registration. Additional provisions apply to transient students seeking to attend UTB/TSC for one semester/term. Veterans applying for benefits must provide a transcript to verify credit for previous education.
5. **By Fresh Start** – An applicant for admission may seek to enter this institution pursuant to the state “academic fresh start” statute, Texas Education Code, § 51.931. If the applicant informs the Office of Admissions or the Office of the Registrar in writing of his/her election under the statute, the institution will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester/term in which the applicant seeks to enroll. An applicant who makes the election to apply under this statute may not receive any



course credits for courses taken 10 or more years prior to enrollment under this “academic fresh start.”

6. By Concurrent Enrollment – High school students may, upon recommendation of their high school principal, be permitted to enroll. Concurrently enrolled students receive college credit only. The Request for Concurrent Enrollment Form, which is available at the Office of Admissions, and a copy of the high school transcript with test scores must be submitted to the Office of Admissions in Tandy Hall 115. Students interested in concurrent enrollment must meet the Texas Success Initiative (TSI) testing requirement. Information on testing requirements is available at the Testing Office in Tandy Hall 216.

7. By Dual Enrollment – High school students may, upon permission of the parent/guardian, be permitted to enroll. Dual enrolled students receive simultaneous high school and college credit. The Dual Enrollment Application and Student Guidelines Form, available at the Office of Admissions, must be submitted to the Office of Admissions in Tandy Hall 115 along with a copy of the high school transcript with test scores. Students interested in dual enrollment must meet the Texas Success Initiative (TSI) testing requirement. Information on testing requirements is available at the Testing Office in Tandy Hall 216.

8. By Adult and Continuing Education – Applicants under this category will not be required to submit academic or residency documentation until they attempt to enroll for academic credit courses.

9. By Audit – Offered on a space-available basis for some courses. Students who choose to audit courses must obtain departmental approval and will not receive academic credit for the course. Interested persons should contact the Office of Admissions in Tandy Hall 115.

10. By Non-Degree Students – Students who do not intend to seek a degree or complete a program are asked to contact the Office of Admissions about a special admissions policy for undergraduates.

11. By Family Members of Certain Deceased Public Servants – An applicant is entitled to automatic admission if he or she satisfies the requirements provided in “Admissions Policy” and is the child of a public servant listed in Section 615.003 of the Texas Government Code who was killed or sustained a fatal injury in the line of duty.

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

Steps for Undergraduate Admission

1. Submit a completed Undergraduate Admission Application to the Office of Admissions in Tandy Hall 115 or apply online at <https://blue.utb.edu/nsr2/iniadmission.htm>.

2. Submit one of the following academic credentials to the Office of Admissions in Tandy Hall 115.

- Incoming Freshmen – Official high school transcript (to be mailed directly from the high school to the university), GED certificate, or two letters of reference if applying under the Individual Approval status.
- Transfer Students – Official college transcripts for all institutions attended (to be mailed directly from the institution to the university)
- Returning Students – Former students of UTB/TSC must submit official transcripts from all other colleges (if any were attended) since the last enrollment.

3. Submit proof of Texas state residency documents for tuition purposes to the Office of Admissions in Tandy Hall 115.

** All residency documents must include the student’s name and address and must be dated 12 months prior to the first day of the semester/term. This includes former students who have not attended UTB/TSC for more than a year.

Examples of proof of residency:

- Permanent Texas driver’s license/ID card



- Texas voter registration card
- Texas high school or college transcript
- Property tax statement or receipt
- Lease agreement
- Utility bill
- Employer’s statement (indicating date of employment)
- Canceled check/bank statement

Note: If the student is a naturalized citizen or legal resident alien, a naturalized certificate or resident alien card must be included.

4. International Students: Requirements to process a student Visa must be requested, or present valid immigration documentation. For further details, contact an International Specialist at (956) 882-3894 or visit the Office of Admissions.

5. Testing

- All students must comply with Texas Success Initiative Policy (College Ready).
 - Incoming Freshmen – All incoming freshmen who are not exempt from the state-required test must take either Compass eWrite, THEA or Accuplacer. Contact the GO Center/Info Shop at (956) 882-7611, the Testing Office at (956) 882-8875 or visit them at Tandy Hall 216.
 - Transfer Students – If students’ TSI scores are not on the official transcripts, state required test exemption information or official TSI scores must be submitted to the Testing Office located in Tandy Hall 216.

6. Advising

- Incoming Freshmen Only – All incoming freshmen must meet with an academic advisor. Contact the GO Center/Info Shop at (956) 882-7611, or visit the Academic Advising Center in the Lightner Center or call (956) 882-7362 for appointment.

7. Orientation

- Incoming Freshmen Only – All incoming freshmen must attend orientation. Register for orientation by filling out the Scorpiontation form and paying the fee. If a student fails to attend his/her appointed session, a no-show/cancellation fee will be charged. For more information regarding orientation, visit the Office of the Dean of Students or call (956) 882-5141.

Residency Classification for Tuition Purposes

Lower Division Resident In-District Students

Residents of the taxing district of Texas Southmost College, which includes Brownsville, South Padre Island, Port Isabel, Laguna Vista, Bayview, Los Fresnos, Olmito, Rancho Viejo and certain areas in San Benito, pay in-district tuition rates. These are students who pay county taxes to Texas Southmost College.

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

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

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



Lower Division Resident Out-Of-District Students

Residents who do not reside in the taxing district described above.

Lower Division Non-Resident Students

Citizens or permanent residents of the United States not eligible to be classified as residents.

Foreign students or aliens who are not permanent residents of the United States or who have not been permitted by Congress to adopt the United States as domicile while in this country. An individual classified as a non-resident or foreign student may qualify, under exceptions specified in the statutes and rules, for resident tuition rates and other charges while continuing to be classified as a non-resident or foreign student.

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

Upper Division, UTB Undergraduate Resident Students

A resident for tuition purposes is defined as persons or dependents of parents who established a domicile in Texas not less than 12 months before the census date of the academic semester/term in which the person enrolls in an institution and who maintained a residence continuously in Texas for the 12 months immediately before the census date of the academic semester/term in which the person enrolled in an institution. A person is also a resident for tuition purposes if he or she (1) graduated from an accredited Texas high school, received a GED, or successfully completed a nontraditional secondary education such as a home school, (2) continuously maintained a residence in Texas for the 36 months immediately before graduating from high school or receiving the GED; and (3) resided in Texas for the 12 months before the census date of the academic semester/term in which the person enrolled in an institution.

In addition to satisfying the domicile requirements, a student who seeks resident status for tuition purposes must be a U.S. citizen, a Permanent Resident of the United States, a person who has filed an I-485 application for permanent residency and has been issued a fee/filing receipt or notice of action by USCIS showing that the I-485 has been reviewed and has not been rejected, or an alien who has been permitted by Congress to remain in the United States under certain conditions. For a complete list of immigration categories under which a non-U.S. citizen may establish a domicile in Texas for resident tuition purposes, please review the chart located at: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=21&rl=24](http://info.sos.state.tx.us/pls/pub/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=21&rl=24).

Upper Division, UTB Undergraduate Non-Resident Students

A person is a non-resident for tuition purposes if he or she is a citizen, Permanent Resident of the United States, or otherwise qualifying non-U.S. citizen who has not met the state requirements for establishing residency for tuition purposes. While the state requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require a minimum of 12 months residence in Texas before enrollment.

Upper Division, UTB Undergraduate Foreign Students

An individual classified as a non-resident or foreign student may qualify, under certain exceptions specified in these rules, for resident tuition rates and other charges while continuing to be classified as a non-resident or a foreign student. Information on residency, reclassification, tuition exceptions and waivers is available at the Office of Admissions and/or the Office of Student Financial Aid Assistance. [Tuition and fees are subject to change as laws and conditions may necessitate.]

Upper Division, Waivers for Certain Non-Resident Students

A person who is not a resident for tuition purposes may nonetheless be permitted to pay resident tuition if he or she qualifies under a waiver program. Waiver programs exist for several different categories of students, including, but not limited to, certain students



whose families' jobs have been transferred to Texas under economic development programs; teachers, professors, teaching assistants, research assistants and their spouses and dependents; competitive scholarship recipients; individuals from Mexico; beneficiaries of the Texas Tomorrow Fund; certain Foreign Service officers; members of the Armed Forces and their families; and certain family members of Armed Forces service members who died while in service. Additional information on these waivers is available at the Office of Admissions and/or the Office of Student Financial Aid Assistance.

Required Residency Documentation

The student is responsible for providing proof of residency documentation as required by the public institution of higher education. If there is any question as to right to classification as a resident of Texas, it is the student's obligation, prior to or at the time of enrollment, to raise the question with the administrative officials of the institution in which he or she is enrolling for official determination. Students classified as Texas residents must affirm the correctness of that classification as part of the admissions procedure. If the student's classification as a resident becomes inappropriate for any reason, it is the responsibility of the student to notify the proper administrative officials at the institution. Failure to notify the institution may result in disciplinary action and/or other penalties.

Reclassification as a Non-resident

People who have been classified as residents of Texas will be reclassified as non-resident 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 non-residents and will be required to pay the difference between resident and non-resident fees for those semesters/terms in which they were erroneously classified.

Reclassification as a Resident

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

International Students' Undergraduate Admission Requirements

All international students must comply with all the previously mentioned admission requirements.

1. Additionally, all students must request a form I-20 at the Office of Admissions (Tandy Hall 115) in order to obtain a student visa at the nearest U.S. Consulate or Embassy. Otherwise, students must present immigration documentation including work permit, copy of application for residency, passport with any type of visa or other official documentation that allows you to attend school.
2. All international students holding nonimmigrant visas must maintain approved comprehensive medical insurance while enrolled. The cost varies and is in the amount of the premium approved for The University of Texas System health-insurance plan. This cost will be automatically added to the tuition and fees at every registration. This charge may not be paid in installments. Mexican students are exempt from this requirement unless they are on a J-1 visa.
3. A waiver from this fee may be obtained by providing proof of an acceptable alternate insurance to the Student Health Services Director (Cortez Hall 228). Proof of insurance must include, identification card with insurer's name, policy coverage showing effective and expiration dates, including coverage of at least \$100,000 in medical benefits. This must be in English. If the required medical evacuation and repatriation coverage are not included, these may be purchased separately at the Business Office (Tandy Hall 108) for a \$35 annual fee. This waiver must be renewed every year. Students granted a waiver must immediately notify the Student Health Services Director if there is a lapse in the alternate insurance coverage approved by UTB/TSC.
4. U.S. residents or citizens who wish to purchase health insurance may contact the Student Health Services Director at Cortez Hall 228.



For admissions procedures and required tests for Graduate Studies, consult the office of Graduate Studies, in Champion Hall, first floor.

Readmission of Former Students

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

Military Service Activation Interruption of Education

From time to time, students who are reservists or members of the National Guard may be called to active duty in the U.S. military after a semester/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, a student who is required to participate in active military service is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is permitted only if the student will 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 the student is enrolled at the beginning of the period of active military service.

Option to Withdraw, Receive Incomplete Grade, or Receive Final Grade

A reservist or member of the National Guard called to active duty in the U.S. military who receives activation orders after the start of a semester/term has four other options for the treatment of tuition and fees paid to The University of Texas at Brownsville and transcript notation. According to state statutes and coordinating board rules, the student may request any one of the following:

1. The Office of the Registrar will process the withdrawal of the student from all classes and record "Withdrawn-Called to Military Duty" (WM) on the student's transcript and the Business Office shall refund the tuition and fees paid by the student for the semester/term in which the student withdraws; or
2. The Office of the Registrar may grant a student who is eligible under UTB/TSC guidelines an incomplete grade (See "Incomplete Grades" section of the catalog for eligibility) in all courses by designating "Incomplete-Called to Military Duty" (IM) on the student's transcript. Please note: IM grades must be resolved by the student once the required paperwork is signed by the required parties within one year from the "release from active duty" date on military orders; or
3. The student may petition the instructor to assign an appropriate final grade or credit for the course after successfully completing a substantial amount of course work and having demonstrated sufficient mastery of the course material; or
4. If the student withdraws before the official record date of the semester/term in which the student is called to active military duty and the student requests Military Leave, courses will be dropped. Courses dropped on or before Official Record Date will not appear on the student's transcript. Students may also be eligible for a refund of tuition and fees. Students should contact the Business Office to inquire about eligibility for a refund.

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



Option for Automatic Readmission Following Military Service

A reservist or member 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.

Admission for Non-Degree Students

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

Transient Student Admissions and Transfer of Credit

An applicant actively seeking a degree at a college or university (“home institution”) other than UTB/TSC may be considered for admission to UTB/TSC as a transient student. Transient enrollment is limited to one semester/term only. Transient students are non-degree-seeking and, thus, are not eligible for financial aid. An applicant who wishes to attend UTB/TSC for more than one consecutive semester/term, or to seek a degree from UTB/TSC, must apply for admission as a transfer student. At all times, transient students are solely responsible for selecting courses at UTB/TSC that meet the requirements of their respective home institutions.

Requirements for Transient Student Admission

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

Transient Application Procedures

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

1. Part I of the ApplyTexas Transient Student Application (available at www.applytexas.org) for the appropriate semester/term. The application must be received on or before the posted deadline;
2. A nonrefundable application fee; and
3. a) A completed transient form signed and dated by an authorized official of the home institution; or
b) An official transcript from the home institution that reflects the student’s enrollment during the semester/term/quarter immediately preceding the proposed semester/term to be spent at UTB/TSC, as well as proof that the applicant meets the requirements for transient student admission to UTB/TSC.

Transfer of Credit Policy for Transient Students

Transient students must visit with an academic advisor in the Academic Advising Center in the Lightner Center for review and preliminary evaluation of their transcripts. Official transcript evaluation must be completed by the Office of Admissions. It is the responsibility of transient students to determine that the courses they take at UTB/TSC will transfer and meet the requirements of their home institution.

Transfer Student Outreach, Incentives and Transfer of Credit

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

Outreach Efforts

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



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

Tuition Incentive: Flat Rate Tuition

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

Tuition Incentive: Discount for Non-Peak Hours

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

Transfer of Credit Policy

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

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

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

Courses that do not transfer may include:

1. Pre-college courses such as remedial reading, developmental reading, speed reading, remedial science and orientation.
2. Drill or skill courses such as filing methods and vocational or technical training courses such as shop courses, not part of the 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.)
3. Doctrinal courses in religion. Courses in religion of a historical or literary nature (but non-doctrinal) are transferable up to a maximum of 12 credit hours of lower-division credit.

Credit for life experience will be accepted as follows:

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

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

American Council on Education (A.C.E.) Guides determine the Evaluation of Educational Experiences in the Armed Services. Former members of the Armed Services will request transcripts of their military education and training from the college of their service. The Office of Admissions will assist students in this process. Departments, B.A.T. Program Office and/or the Academic Advising Center can verify the listed course equivalents in the Guides to Evaluation of Educational Experiences in the Armed Forces.



Disputes Involving Transfer Credits

The Office of Admissions is responsible for the evaluation of transfer credit and will inform the student of credits awarded. If the Office of Admissions does not accept course credit that a student earns at another institution of higher education, it will notify the student and the sending institution in writing that the transfer credit has been denied and identify the reasons for the denial. The written notice will also attach the procedures for resolving transfer disputes for lower-division courses, accompanied by instructions outlining the procedures by which the student may appeal the decision to Texas' Commissioner of Higher Education.

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

1. The student will request a "Transcript Evaluation Petition" form from the Office of Admissions indicating the transfer courses denied;
2. The student will submit the completed "Transcript Evaluation Petition" form to the appropriate academic school/college for review;
3. Once the "Transcript Evaluation Petition" has been reviewed by the chair and dean of the appropriate academic school/college, the decision will be forwarded to the Office of Admissions;
4. If transfer credit is approved by the appropriate academic school/college, the Office of Admissions will grant transfer credit and notify the student of transfer credits awarded;
5. If the transfer credit is denied by the appropriate academic school/college, the appropriate academic school/college will notify the student of transfer credits denied.
6. If the dispute cannot be resolved to the student's or sending institution's satisfaction within 45 days after the student receives the denial notice, the sending institution may ask the Commissioner in writing to resolve the dispute and UTB/TSC will notify the Commissioner in writing of the denial and the reasons for the denial. The Commissioner or the Commissioner's designee will make the final decision on the dispute and notify the student and institutions in writing of that decision.

Resolution of Transfer Disputes for Lower Division Courses

The following procedures [as outlined in the Texas Higher Education Coordinating Board rule Chapter 4, Subchapter B, §4.27] shall be followed by public institutions of higher education in resolving disputes involving transfer of TSC lower-division courses.

- If a public institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student 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.
- A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or receiving institution.
- 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/or guidelines.
- If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student 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 Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.



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

Change of Address and Name Procedures

Change of Address

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

Change of Name

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

Students wishing to change their name on their permanent academic records must present the appropriate documentation. To correct spelling or proper sequence of a name, students must present copies of their birth certificate. To change to a new legal name, students must present the proper name change form and a copy of the signed court order showing the authorized new legal name. To assume a husband's last name, 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.



OFFICE OF THE REGISTRAR

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

Registration

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

Registration Requirements

1. Clear all admission requirements.
2. Clear all outstanding institutional debts.
3. Clear all outstanding institutional holds on academic records.
4. Complete testing requirements.
5. Receive advising. New students are required to receive academic advising. For more information, visit the Academic Advising Center or call (956) 882-7362.
6. Attend Orientation. Incoming freshmen are required to attend an orientation session. Visit the Office of the Dean of Students at the Student Union 1.20 or call (956) 882-5141.

Registration Methods

Students may register for classes through Scorpion Online (www.utb.edu). Students encountering problems with registration are encouraged to contact either the Academic Advising Center at (956) 882-7362, the Go Center/Info Shop in Tandy Hall Lobby at (956) 882-7611 or the Office of the Registrar in Tandy Hall 105 at (956) 882-8254.

Registration Blocks

Block Type	Contact	Phone	Location
Admissions	Admissions	882-8295	Tandy 115
Financial Holds/Bars	Business Office	882-8202	Tandy 107
Foreign Student	Counseling Center	882-8292	MRC North Annex
Graduate Overload	Graduate Studies	882-6552	Champion
Graduate Status	Graduate Studies	882-6552	Champion
Library Fines	Library	882-8221	Library
Placement Test	Academic Advising Center	882-7362	Lightner Center
Student Petition	Department office of corresponding course		
Suspension	Academic Advising Center	882-7362	Lightner Center
Undergraduate Overload	Dean of school/college of corresponding program of study		
Admission to Upper Division School of Business		882-5804	EDBC 1.402



Examples of outstanding financial holds and requirements that will prevent a student from registering are as follows:

- Admissions Records Pending
- Advising
- Balance on Emergency Loan
- Balance on Financial Aid Repayment
- Balance on Installment Plan
- Balance on Student Account
- Exit Loan Interview
- Library Fines
- Parking Citation
- Placement Testing
- Scorpiontation

For all other registration block questions, contact the Academic Advising Center or call (956) 882-7362.

Registration for Students with Disabilities

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

Registration for Students with Incomplete TSI Requirements

Students not meeting the Texas Success Initiative (TSI) minimum passing standards for math, reading and writing must enroll in the appropriate developmental course in each area where the standard has not been met. Students must be in continuous enrollment until the developmental sequence has been completed in all deficient areas or until the TSI requirements have otherwise been met.

The UTB/TSC TSI recommended exam is the COMPASS e-Write. Below is the placement table based on the results of this exam.

MATHEMATICS: Course Placement or Action	COMPASS SCORE
MATH-0120 Basic Math	00 – 18
MATH-0421 Introductory Algebra	19 – 28
MATH-0422 Intermediate Algebra	29 – 38
Passing score – no remediation required	39 +
Referral to the Math Department for further testing**	39+ and advanced HS math

READING: Course Placement or Action	COMPASS SCORE
Referral to the Student Success Center*	00 – 46
READ-0320 College Reading I	47 – 65
READ-0321 College Reading II	66 – 70
READ-0322 College Reading III	71 – 80
Passing score – no remediation required	81 +



WRITING: Course Placement or Action	COMPASS SCORE
Referral to the Student Success Center*	0 – 3 OR 4 & HS grad (English language)
ENGL-0320 College Writing Skills I	4 & HS grad (English language)
ENGL-0321 College Writing Skills II	5
Passing score – no remediation required	6 +

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

** Students who score 39 or higher on the COMPASS e-Write qualify for MATH-1314 College Algebra. Students who have higher level math skills will be referred to the Mathematics Department for placement testing in pre-calculus or calculus. An appropriate instrument will be utilized to test for higher-level math skills.

Adding and/or Dropping a Class

A student may add or drop a course during the official add and drop period as indicated on the Academic Calendar.

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

Withdrawing from all Classes

Prior to the official record date, students may completely withdraw from all classes without a recorded grade. After the official date, students may withdraw from all classes and receive a “W” on their permanent records. The deadline to withdraw with a grade of a “W” is specified in the Academic Calendar for each semester/term. Students who do not withdraw before the deadline may not be assigned a grade of “W”.

At the instructor’s discretion and consistent with the policy stated on the course syllabus, an instructor may drop a student from class for non-attendance. An instructor-initiated drop will result in a “W” or an “F” on the student’s permanent record.

Class is Dropped...

Grade

Prior to the Official Record Date yet still enrolled in at least 1 credit hour

No Grade assigned

After Official Record Date but prior to the Deadline to Withdraw yet still enrolled in at least 1 credit hour

Grade W assigned

Students may withdraw from all classes through Scorpion Online (www.utb.edu) or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the specified deadline.

Unofficial Transcripts

An unofficial transcript lists all of a student’s coursework, but does not include the institution’s name, seal or signature of the Registrar. Unofficial transcripts may be issued free of charge to students who have an institutional “hold” placed on their records. Unofficial transcripts will be distributed only to the student whose name appears on the transcript. If the student is not present at the time of the request, he/she must submit a signed authorization in order for a third party to pick up the unofficial transcript. This third party must present picture identification and a signed authorization (from the student whose name appears on the unofficial transcript) at the Office of the Registrar before the unofficial transcript is released.

Note: Current students may print their unofficial transcripts by using Scorpion Online (www.utb.edu).



Official Transcripts

An official transcript is a comprehensive record of the student's academic progress. It includes 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 if the student has any outstanding institutional debts or if the student is not in compliance with federal financial aid requirements or other institutional requirements. Students may request official transcripts in person at the Office of the Registrar in Tandy Hall 105, by mail, by fax [(956) 882-8832] or by third party request.

Graduation Application

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

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

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

Verification of Enrollment

Verification of Enrollment is the process where the Office of the Registrar provides proof that a student is or was enrolled in credit hour courses for a particular term. This service can be requested in writing for any previous or currently enrolled semester/term that a student needs to show enrollment. A written request must be submitted to verify enrollment for any academic term. Note: Verification of Enrollment for student loan deferment purposes should be requested at the Office of Student Financial Assistance located in Tandy Hall 206. Documents received by the Office of the Registrar become property of UTB/TSC and cannot be returned to students.



FINANCIAL ASSISTANCE

Tandy Hall 206 • (956) 882-8277 • <http://www.utb.edu/em/fa/>

Office of Student Financial Assistance

The Student Financial Assistance programs provide financial assistance to eligible students who, without such aid, would be unable to attend college. Financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits and scholarships.

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

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

Students are required to maintain certain scholastic standards in order to continue receiving certain financial aid. See next section for more information.

Application Awards: The Free Application for Federal Student Assistance (FAFSA) is used to consider students for all financial assistance. Eligible students will be offered grants and College Work Study (if CWS funds are available). If an award is not sufficient to cover the student's educational expenses, a loan will be considered. Students must make arrangements to get loan counseling at the Office of Student Financial Assistance before a loan can be processed. Additional paperwork and specific deadlines apply to the loan process. Contact the Office of Student Financial Assistance for this information.

Distribution of Funds: Typically, financial assistance funds will be applied to the student's account to cover tuition and fees. The balance of the award for that period is disbursed by check and is mailed to the student or deposited to the UTB/TSC Sting Card on or about the first class day. Eligible students who register late will receive the balance of their award after the official record date. College Work Study funds are paid on a bi-weekly basis as they are earned. **Competitive Scholarships:** Academic scholarships shall be awarded on a competitive basis based on demonstrated academic achievement, or potential, as evidenced by scores on standardized tests, earned grade point average or other relevant academic criteria. Scholarships are awarded to promote academic excellence.

Return of Title IV Student Financial Aid Funds When a Student Withdraws

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

The date the student initiates the withdrawal or the date the institution determines the student officially or unofficially withdrew (stopped out) is used for calculating the percentage used in the formula for Return of Title IV funds. For a student who withdraws without notifying the institution (unofficially withdraws or drops out), the withdrawal date is:

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

The number of days from the 1st class day to the withdrawal date divided by the number of days in the payment period (semester/term) equals the percentage of Title IV funds earned. If the withdrawal date is after the 60 percent point of the semester/term, the student has earned 100 percent of the Title IV funds.



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

Failure to earn a passing grade: If the student fails to earn a passing grade in at least one class during the semester/term, the institution will assume the student withdrew unofficially and will calculate Return of Title IV Funds accordingly. If it is determined that the unofficial withdrawal date is earlier than the 60 percent in time for that semester/term, the student may owe funds to the Title IV financial aid programs and/or the institution. Students have 10 days from the date the institution notifies them to clarify their enrollment status. Students have 45 days from the date the institution notifies them in writing to make payment arrangements. The student is responsible for payment of any institutional charges and/or Title IV funds resulting from delayed notification of the last date of instructional activity. Failure to make satisfactory payment arrangements on or before the 45th day may result in the following consequences:

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

Students should meet with a Financial Aid advisor for a Withdrawal Evaluation before making a decision to withdraw or stop attending classes.

Procedures for Return of Title IV Funds: If the total amount of Title IV grant and/or loan assistance that the student earned is less than the amount disbursed to or on behalf of the student, the difference between these amounts must be returned to the Title IV programs in the following order of priority [not to exceed the amount originally disbursed]:

- Unsubsidized FFEL Stafford Loans
- Subsidized FFEL Stafford Loans
- P.L.U.S. FFEL Loans
- Federal Pell Grant (Beginning Summer 2010-students meeting new criteria may qualify for additional Year-Round Pell awards.)
- Academic Competitive Grant
- National S.M.A.R.T. Grant
- Federal SEOG Grant
- Other Title IV assistance (excluding FWS)
- The school and the student share the responsibility for returning Title IV aid. The school returns unearned Title IV funds that have been paid to the school to cover the student's institutional charges received from Title IV grant and/or loan programs. The student is responsible to repay UTB/TSC for any unpaid institutional charges resulting from the Return of Title IV Funds calculation.
- The school must return Title IV funds due to the federal programs no later than 45 days after the date the school determines the student withdrew.
- If the student owes funds back to the Title IV programs, the institution will advise the student within 45 days of determining that the student withdrew. The student has 45 days from the date of notification from the institution to take action on the overpayment. If the student's portion of unearned Title IV funds included a federal grant, the student has to pay no more than 50 percent of the initial



amount that the student is responsible for returning. Immediate repayment of the unearned loan amount is not required because the student repays the loan to the lender according to the terms or conditions in the promissory note. The institution will advise the lender of the student's withdrawal within 45 days of determining the student withdrew.

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

Note: Students completely withdrawing after the Official Record Date (ORD) should also refer to the Federal Financial Aid Satisfactory Academic Progress Standards.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID

UTB/TSC monitors academic progress every fall and spring semester/term to identify enrolled students who are experiencing difficulty achieving their academic goals. Academic Standing evaluates the grade point averages and course completion rates. The Maximum Hours evaluation is used to measure a student's progress within a degree program. Both SAP evaluations include all undergraduate credits for which a student is registered for on the official record date (according to the published Academic Calendar) during any period of credit-hour enrollment offered at UTB/TSC, including mini terms and summer terms and all accepted transfer credits, even for courses taken during periods when the student was not receiving financial aid and periods of dual enrollment. Earned hours are those credits for which a student receives a passing grade (according to Grade Standards published in the Undergraduate Catalog). Courses with grades of A, B, C, D, P and CR are considered as attempted and earned semester credit hours. Courses with grades of F, W, WS, WC and WM are considered as credit hours attempted, but not earned. Incomplete courses (with grade of I or IM) are considered as attempted hours until a final grade is posted. Students are required to request a re-evaluation, after successful completion of an incomplete course. Repeated course hours (designated as R) are included as attempted hours, but excluded from earned hours, regardless of course grade. Withdrawn courses are considered attempted credits, but are excluded from earned credits, regardless of reason for withdrawal.

The components of the Financial Aid Satisfactory Academic Progress Standards for Undergraduate (UG) students are:

- Academic Standing
- Maximum Hours

UG Academic Standing

UG students interested in receiving financial aid consideration must maintain Good Standing, as defined in the Institutional SAP policy available online at <http://www.utb.edu/vpaa/sap/Pages/Home.aspx>. Students in Probation status may also receive financial aid consideration. However, students entering or returning from Suspension status, must have an approved appeal from the Office of the Vice President for Academic Affairs in order to receive financial aid consideration UG Maximum Hours

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

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

For example, if a student is pursuing an associate degree requiring 64 credit hours, no financial aid consideration would be available



after attempting 96 credit hours, even if the student has not yet earned the associate degree and meets all other satisfactory academic progress standards. ($64 \times 150\% = 96$)

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

- Academic Standing Appeal – administered by the Office of the Vice President for Academic Affairs
- Maximum Hours Appeal – administered by the Financial Aid Office

UG Academic Standing Appeal

To appeal an Academic Standing Suspension, students must submit a written appeal with supporting documentation and a current UTB/TSC unofficial transcript to the Office of the Vice President for Academic Affairs. Forms available at:

http://www.utb.edu/vpaa/sap/pages/SAP_AppealForms.aspx. The appeal must explain and documentation must support the unusual circumstances that prevented the student from meeting required academic standards. Unusual circumstances may include: death of a close family member, extended illness, personal injury, or other extraordinary circumstances. Supporting documentation may include: death certificate, physician's statement, police report, etc. During the appeal process the student must be prepared to pay his/her own expenses, such as tuition, fees, books, supplies, etc. without expectation of financial aid reimbursement. A decision by the Academic Standing Appeal Review Committee will be rendered within two weeks; the decision is final.

UG Maximum Hours Appeal

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

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

UG Financial Aid Consideration

The student is responsible for paying his/her own expenses, such as tuition, fees, books, supplies, etc. and will not be reimbursed for period(s) of Suspension. Students returning to Good Standing (cumulative 70 percent completion rate and cumulative 2.0 GPA) or Probation (70 percent term completion rate and 2.0 term GPA) status after period(s) of Suspension and without exceeding maximum hours for their active degree program are eligible for financial aid consideration.

How Enrollment Status Affects Student Financial Aid

The Financial Assistance Office recalculates financial aid eligibility for students changing enrollment status on or before the official census date (12th class day for fall/spring semesters, fourth class day for summer terms). Recalculations are processed for schedule changes initiated by the student (in the form of adds/drops) or by the university (in the form of canceled courses and/or other administrative changes).

If a student adds, drops, or withdraws from courses (after financial aid is disbursed) and this results in a decrease in total credit hours enrolled, financial aid funds may be owed back to the program or you may owe other charges to the institution. Check with an advisor in the Financial Aid Office before making schedule changes!

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

If the financial aid eligibility is increased and a credit remains after the revised tuition and fees are determined, the available balance



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

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

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

Veterans' Benefits

Tandy Hall 206 • (956) 882-8980

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

Students must be eligible under one of the following programs:

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

Students receiving VA educational benefits must maintain satisfactory academic progress as published in standards of work in the Undergraduate/Graduate Catalogs.

Hazlewood Act

Texas veterans who have no remaining Veterans Affairs educational benefits may be exempt from payment of tuition and fees , except for the student services fees. To obtain the exemption of tuition and fees under this act, an approved application must be on file with the Veterans Affairs Department of the Office of Student Financial Assistance three weeks prior to registration payment deadline. Also, children of the 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, children of members who became totally disabled for purposes employability may be entitled to an exemption, if they are residents of Texas.



TESTING OFFICE

Tandy Hall 216 • (956) 882-8875 • <http://www.utb.edu/em/testing>

Texas Success Initiative (TSI) Program

The Texas Success Initiative (TSI) Program is required by state law to ensure that students enrolled in Texas public colleges and universities possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide information about reading, writing and math skills. For more information, visit www.thecb.state.tx.us.

TSI Requirements

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

TSI Assessment Instruments

TSI-approved test instruments are ACCUPLACER, COMPASS/eWrite and Texas Higher Education Assessment (THEA), formerly known as TASP. The test of choice at UTB/TSC is COMPASS/eWrite. Exemptions/Waivers

1. For a period of five years from the date of assessment, a student who is tested and performs at or above the following standards is exempt: (Scores for exemption must be attained in one sitting)
 - a. ACT: English = 19, Math = 19, Composite = 23.
 - b. SAT: Critical Reading = 500, Math = 500, Combined Total = 1070.
2. For a period of three years from the date of assessment, a student who is tested and performs 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 a minimum scale score of 2200 on the English Language Arts (ELA) section with a writing subsection score of at least 3, is exempt for TSI purposes.
3. A student that has graduated with an associate or baccalaureate degree from a regionally accredited institution or from a recognized international institution and submits appropriate documentation of degree and official transcripts is exempt.
4. A student who transfers from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education and who has satisfactorily completed at least 3 hours of college-level English, math, or a reading-intensive course with a grade of "C" or better is exempt in that area.
5. A student who has previously attended any accredited institution of higher education and has been determined to have met readiness standards by that institution is exempt. An official transcript must be submitted.
6. A student who is enrolled in a one year or less certificate program will be waived of TSI requirements.
7. 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 is exempt.
8. A student who on or after Aug. 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 is exempt.



9. A non-degree-seeking or non-certificate-seeking student is waived from TSI requirements.

Minimum Passing TSI Standards

Students who meet the TSI State standard for reading, writing and math will be able to enroll into college level course(s). If the minimum passing standard is not met for reading, writing and math, the student will enroll in the appropriate developmental course(s).

Instrument	Writing	Reading	Math
THEA/Quick THEA	220	230	230
COMPASS/eWrite	WS=6 or higher	81	Alg = 39

All TSI rules are subject to change. For the latest TSI information visit the Testing Office Tandy Hall 216 or call (956) 882-8875.

Credit by Examination

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

Credit for specific courses is awarded on the basis of testing programs that The College Board have developed and validated and for which norms have been established. UTB/TSC grants credit for particular Advanced Placement (AP) tests and particular College Level Examination Program (CLEP) tests. Contact the Testing Office 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 as follows:

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

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

Specific information about any of the testing programs may be obtained at the Testing Office at Tandy Hall 216.

Developmental Course Placement and Sequence

A student who has tested (THEA, Compass/e-Write, etc.) and scores below minimum college ready test scores requires academic advising for course placement and sequencing.



TUITION AND FEES

Financial Responsibility

Returning Students

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

- Balance on Installment Plan
- Balance on Emergency Loan
- Balance on Student Account
- Balance on Financial Aid Repayment
- Parking Citation
- Library Fines

For All Students

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

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

It is the student's responsibility to ensure that their financial assistance has been awarded.

* If a student account has a balance of \$75 or more resulting from the original registration, the student's registration will be voided. 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 the classes and will receive a grade. It is the student's responsibility and obligation to pay for the tuition and fees for the added class.

Types of Payments Accepted at the Business Office

- Cash
- Personal Checks (include ID)
- Money Order (include ID)
- Visa (include ID)
- MasterCard (include ID)
- Sting Card

A check payment drop box is conveniently located next to the Business Office at Tandy Hall 107. All payments must be received before payment deadline dates. Payments must be for the full amount of tuition and fees. Student



identification numbers should be indicated on checks. Check payments may be mailed and must be received by the Business Office on or before the payment deadline date.

Checks should be mailed to:

The University of Texas at Brownsville and Texas Southmost College

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

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

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

- Student's name
- Student's ID
- Type of credit card
- Credit card number, Expiration date
- Printed name of credit card holder and signature of credit card holder
- Students' telephone number.

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 regental action. 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.

Tuition 15 semester credit hour cap and Tuition Discounts

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

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

CLASSIFICATION OF STUDENTS FOR ASSESSING OF TUITION RATES

- In general, students enrolled in TSC courses (i.e., course numbers beginning with either 0, 1 or 2) will be assessed TSC Lower Division tuition rates. The residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.
- Students enrolled in UTB courses (i.e., course numbers beginning with either 3 or 4) will be assessed UTB Upper Division tuition



rates. The residency status of a student determines the rate that is charged for tuition. See the tuition and fee tables for additional information.

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

Emergency Loans

There is a new procedure for completing the Emergency Loan Application and Emergency Loan signing. The execution of Emergency Loan Applications and the Promissory Note will now be completed and submitted by the student online via a designated Business Office web page. A link for the Application and Loan will be available on the Business Office website on the assigned days for early registrants and late registrants (availability based on funding.)

Payment by Installment

The Installment Payment Plan is only available during the fall and spring semesters. The Installment plan is only for tuition and fees.

Who qualifies and how does it work?

To qualify, a person must:

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

How does it work?

Once the student is qualified for the Installment Payment Plan, the student is required to pay for one-half (50 percent) of the tuition and fees and the non-refundable \$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.



If a student selects the installment plan and then drops below the required six credit hours, the balance of tuition and fees becomes due in full. If a student selects the installment plan and adds additional classes during the add/drop period, the plan will not be adjusted to accommodate added courses.

Late Installment Payments

For any late payments on installments, there is a five-day grace period after which a non-refundable late payment charge of \$5 will be assessed in addition to the installment payment amount due. If the second installment payment is not made until the final payment is due and it is after the five-day grace period then a non-refundable reinstatement charge of \$25 will be assessed in addition to the installment payment amount due. In this instance, a student would be charged a total of \$35 in addition to the installment payment amount.

Failure to Pay Installment Plan

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

- Prevent from re-admission to the institution
- Withholding of grades, degrees and official transcripts
- All penalties and actions authorized by law

Notes: The Payment by Installment 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 with the laws of the State of Texas. The student is subject to pay tuition and fees, which are non-refundable upon complete withdrawal. The refund is based on tuition and fees – not on the amount paid by the student.

Tuition and Fee Exemptions

As a state-sponsored institution of higher education in Texas, UTB/TSC is authorized to award partial tuition, fee, book cost and/or housing fee exemptions to students who qualify. These exemptions are available to certain students who have been in foster or other residential care in the State of Texas; certain students who received aid for Dependent Children benefits during their last year of high school; certain students who are suffering economic hardship; students concurrently enrolled in courses for high school and college credit; Texas residents who graduated from a public high school within 36 months of original enrollment and completed all years of high school in Texas; certain residents of Texas who served in the Armed Forces of the United States; Texas residents classified by the U.S. Department of Defense as prisoners of war on or after Jan. 1, 1999; children of POW/MIAs; blind or deaf students; military personnel and dependents; children of disabled/deceased firefighters and peace officers; children of Texas veterans; preceptors for professional nursing education programs; surviving spouses and minor children of certain police security or emergency personnel killed in the line of duty; and certified educational aides. Senior citizens who are age 65 or older as of official record date may be exempted from tuition for up to six credit hours each semester or summer term if space is available. To obtain an exemption, a student must file an approved application with the Office of Student Financial Assistance at least six weeks before registration.

Tuition Waivers Based on Residency

In General

The state laws that help UTB/TSC determine a person's residency for tuition purposes may be found at: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac view=5&ti=19&pt=1&ch=21&sch=B&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac view=5&ti=19&pt=1&ch=21&sch=B&rl=Y).

Tuition for Non-Residents - Lower Division

The same rate of tuition and fees charged residents of the Southmost Union Junior College District for lower-division courses shall be charged to people and their dependents, who are permitted by Congress to domicile in the United States and who own property



which is subject to ad valorem taxation by the college district. Aliens not domiciled in the United States are not eligible for this waiver. Interested students should contact the Office of Admissions at Tandy Hall 115, or call (956) 882-8295.

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

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

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

Tuition Assistance Programs

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

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 baccalaureate 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, a student must meet all of the following conditions:

- He or she must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
- He or she must be requesting a rebate for coursework related to a first baccalaureate degree received from a Texas public institution,
- He or she must have been a resident of Texas and must have been entitled to pay resident tuition at all times while pursuing the degree,
- if enrolled for the first time in fall 2005 or later, he or she must be awarded a baccalaureate degree within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating board to require more than four years to complete and he or she must have attempted no more than three hours in excess of the minimum number of credit hours required to complete the degree under the catalog under which he or she graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of credit hours earned exclusively by examination in excess of nine credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. 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 a student under this program is \$1,000, unless the total amount of undergraduate tuition paid by the student 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 the student to the institution.



- A student 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 a student has more than one outstanding student loan, the institution shall apply the amount of the rebate to the loans as directed by the student. If the student fails 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.
- A student who has transferred from another institution of higher education is responsible for providing to the institution awarding the degree official transcripts from all institutions attended by the student.
- Students must apply for rebates at the Office of the Registrar before receiving their baccalaureate 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.

Deposits

General Deposit \$10

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

Specific tuition and fee information can be found at <http://pubs.utb.edu/course-schedule>.

REFUND POLICY

Note: Refund policies are state mandated and strictly enforced.

TSC Lower, UTB Upper, University Plan and Graduate Courses

Complete Withdrawal or Disenrollment

Students who completely withdraw or disenroll from all courses shall have their tuition and fees (except non-refundable 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%
During the (first) five university class days of the semester	80%
During the (second) five university class days of the semester	70%
During the (third) five university class days of the semester	50%



During the (fourth) five university class days of the semester 25%

After the 20th university class day of the semester 0%

Any Summer Term Lasting Five Weeks or Less

Prior to the first university class day of the semester 100%

During the first university class day of the semester 80%

During the second university class day of the semester 50%

After the second university class day of the semester 0%

Class days do not include university holidays or weekends.

If a student withdraws from UTB/TSC because he or she is called to active military service, UTB/TSC shall, if the students so requests, refund his or her tuition and fees for the semester in which he or she withdraws.

Financial aid students may have to repay funds to Title IV Financial Aid programs. Students must contact the Office of Student Financial Assistance in Tandy Hall 206 prior to withdrawing from all courses.

Dropping a Course(s)

TSC Lower, UTB Upper, University Plan and Graduate Courses

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

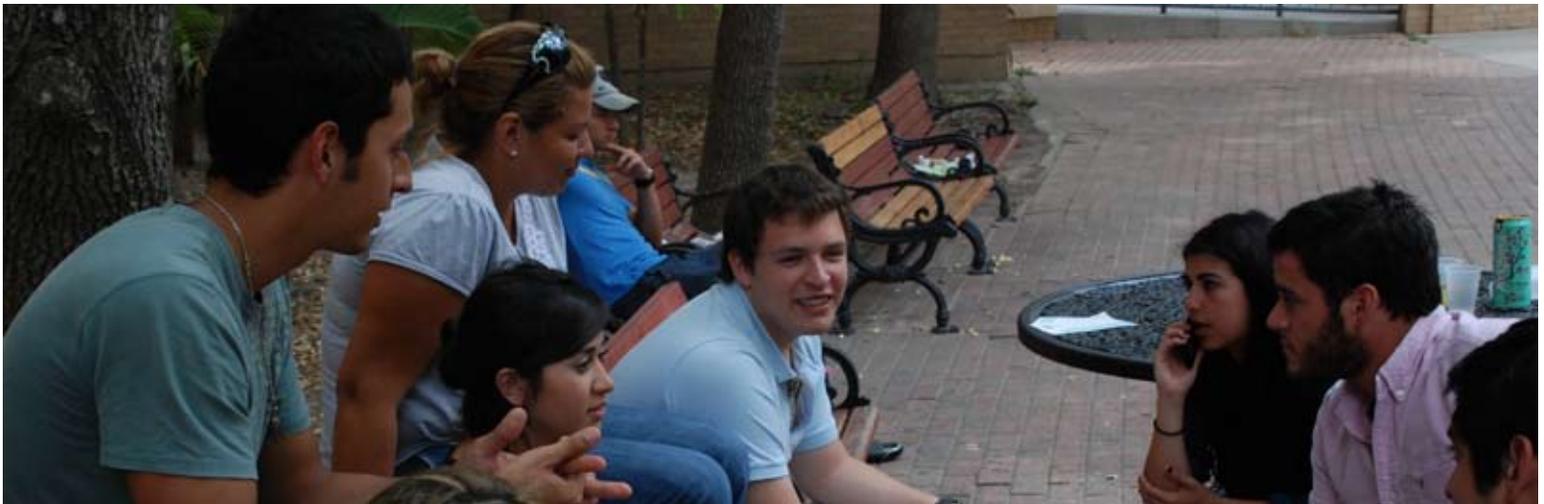
On or before the official record date of the semester 100%

After the official record date of the semester 0%

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 course(s). Due to the variety of lengths of these courses offered at UTB/TSC, the Business Office must be consulted for the refund schedule. Note: National Writing Project refund policy will be configured when definite data exists. Contact the Office of Student Financial Assistance for the return of Title IV Funds policy for students who withdraw from all classes.



ATHLETICS

Gymnasium, 1st floor • (956) 882-8217 • <http://www.utbathletics.com>

The Department of Intercollegiate Athletics provides student athletes the opportunity to be part of a competitive intercollegiate athletic department through its membership in the Red River Athletic Conference (RRAC) and the National Association of Intercollegiate Athletics (NAIA). The department sponsors soccer, golf and baseball for men along with soccer, golf and volleyball for women. The Department of Intercollegiate Athletics seeks committed student athletes who are seeking the 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 will be given support for academic planning and tutoring and are provided injury prevention and rehabilitative services through the department. In conjunction with the NAIA, the department supports and participates in the Champions of Character Program which promotes Integrity, Respect, Responsibility, Sportsmanship and Servant Leadership in athletics.

CAMPUS RECREATION

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

The Campus Recreation department at UTB/TSC seeks to provide its students, faculty and staff a full range of fitness and recreation programs and facilities. These programs are designed to improve the quality of life on campus for the entire community and strengthen ties between and among a diverse student populations alongside faculty and staff. We offer challenging, adventurous and enjoyable experiential learning opportunities for all participants, along with developmental programs that promote lifelong commitments to healthy living. The department provides multiple opportunities for participation, including intramural sports, club sports, aquatics programs and excellent fitness and wellness programs. The goals of the programs and services include improving the overall health and well-being of the campus community and strengthening the fabric of campus life by providing recreation and social opportunities on campus that will establish and reinforce a culture of healthy living through various opportunities for participation and involvement. These opportunities complement the mission of UTB/TSC by enriching the quality of life and educational experiences of its students.

CAREER SERVICES

Old Education Building • (956) 882-JOBS • www.career.utb.edu

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

CHESS PROGRAM

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

The UTB/TSC Chess Office houses the Chess Program Director and the Chess Coach. In addition to providing high-level training for the chess team members, the Chess Office also monitors the students' academic performance and provides support and assistance as needed. We are also responsible for recruiting players, organizing tournaments, holding chess camps, training area coaches and making travel arrangements for out-of-town events. The Chess Office also organizes and presents community outreach chess classes on a regular basis and conducts visits to area schools.



STUDENT SUCCESS CENTER

MRC Hall North Annex • (956) 882-8292 • <http://blue.utb.edu/studentsuccess>

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

Academic Counseling

Academic Counseling helps students to identify academic success challenges, create an action plan and develop strategies to meet educational objectives through the service of an Academic Counselor. Specialized counseling is available to specific cohorts. The college success trainer provides guidance, referrals and advocacy for first-year students as they transition from high school to college life.

Learning Enrichment

MRC Hall North 122 • (956) 882-8208 • http://blue.utb.edu/studentsuccess/learning_enrichment/le.html

Hours of Operation: 8 a.m. to 7 p.m. Monday-Thursday, 8 a.m. to 5 p.m. Friday

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

Learning Enrichment services include:

Mathematics Lab

In the Math Lab we provide tutoring in the areas of mathematics and physics. When you come to the Math Lab, be sure to bring a copy of your assignment and any other materials that might be helpful, like your textbooks, notes, faculty instructions and previously graded assignments. Support is also provided to prepare for the math section of the COMPASS.

Reading Lab

The Reading Lab is a place where students can learn different techniques and approaches to reading across the curriculum. Services are designed to help students succeed academically and become independent learners. Support is also provided to prepare for the reading section of the COMPASS.

Writing Lab

The Writing Lab can help with writing assignments in any course at all steps of the writing process. We offer strategies to overcome writer's block, suggest methods for writing an essay and provide assistance with basic grammar rules. In addition, we can assist you in using the internet and online library databases to begin gathering sources for your research and provide guidance with proper documentation of sources. Support is also provided to prepare for the writing section of the COMPASS preparation.

Supplemental Instruction

Supplemental Instruction (SI) offers weekly review sessions for students enrolled in historically difficult courses. These sessions, facilitated by trained SI Leaders, are opportunities for you to get together with students in your class to organize your material, compare notes, discuss important concepts, develop strategies for studying the subject and be well prepared for taking your tests and exams.



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

MRC Hall North 112 • (956) 882-8250 • <http://blue.utb.edu/sa/aspire>

A.S.P.I.R.E./Student Support Services Program, a Student Success Center component, 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 and/or students from low-income families. The students enrolled in the program receive tutoring, counseling, mentoring and advising until graduation from UTB/TSC.

College Assistance Migrant Program (C.A.M.P.)

MRC North Hall 103 • (956) 882-7871 • <http://blue.utb.edu/sa/camp>

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

STING Success Peer Mentor Program (NCB 1000)

MRC Hall North 117 • (956) 882-7200 • www.sting.utb.edu

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

NCB 1000

State required exams in reading, writing and math help universities and departments establish minimum scores for student placement in university courses. Students who are exempt or pass all sections of the state required exams (COMPASS or an approved alternative test) do not need to register for NCB 1000. Students who score lower than the accepted minimum passing score for reading, writing, or math on the state required exam must register for an NCB 1000 section and one or more developmental courses. The tutoring component of NCB 1000 supports coursework for the developmental courses linked to it. NCB 1000 is a non-credit course graded “S” for Satisfactory or “U” for Unsatisfactory their transcripts.

NCB 2000

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

Career Counseling

MRC Hall North Annex • (956) 882-8292 • http://blue.utb.edu/studentsuccess/career_counseling/cc.html

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

MRC Hall North Annex • (956) 882-8292 • <http://blue.utb.edu/sa/studentsuccess>



Early Alert is a collaborative retention effort between staff, faculty and the Student Success Center which seeks to identify students who are academically at risk. Students are identified and assigned to a mentor (professional staff or faculty) for one semester. The Early Alert mentoring facilitates student and faculty/staff interaction outside of the classroom, enriches students' system social support, supports students' academic pursuits and increases students' knowledge of services offered. Early Alert also requires all students who fall below a 2.0 GPA to meet with an academic counselor at least once a semester/term to collaborate on an action plan specifically designed to address factors hindering the student's academic process.

Dean of Students

Old Education Building • (956) 882-5141 • <http://blue.utb.edu/sa/dos>

A Primary objective of the Dean of Students' Office is to serve the needs of students and address their concerns. The Dean of Students' Office 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 Life, Student Media, Student Health Services, Career Services, Student Publications (Media), Multicultural Student Services, Disability Services, New Student Orientation and Student Judicial Affairs.

The Dean of Students Office directly coordinates:

- Orientation
- Multicultural Programs
- Welcome Week
- BUS pass program
- Student discipline and Grievances (Judicial Affairs)
- UTB/TSC Student Handbook
- Volunteer programs
- UTB/TSC Ring Ceremony and Scorpion Leadership Ring
- Archer Center Fellowship Program
- Who's Who Among American Community Colleges

Disability Services

Lightner Center 101 • (956) 882-7374 • www.ability.utb.edu

Students with disabilities play an active and vital role in campus life. The disability services counselor works with each student 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 campus and community resources. The Assistive Lab is available for student use and is equipped with computers and specialized software and hardware. Our Testing Service is available for students requiring testing accommodations.

All services are elective and must be requested each semester as needed. To request services, students must register with the Counselor/Coordinator of Disability Services. Documentation of a disability is required. For the most timely service, new students should contact the office after the semester begins.



International/Multicultural Student Services

Old Education Building , Office 22 • (956) 882-7092 and 7983 • <http://sa.utb.edu/international>

The Multicultural/International Student Services Office assists international students in adjusting to their new environment and serves as a liaison between the foreign student, the university and the community at large. Assistance is available regarding career exploration, immigration concerns, student employment and referrals to campus and outside services. Diverse learning experiences are encouraged by providing multicultural events which expose students to a global perspective, which is designed to foster respect for different customs and cultures from around the world as well as here at home.

Leadership and Mentoring Program(L.A.M.P.)

Camile Lightner 109 • (956) 882-8152 or (956) 882-7035 • www.lamp.utb.edu

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

Scorpionation

Student Union 1.20 • (956) 882-5141 • www.scorpionation.utb.edu

The mission of the Scorpionation – UTB/TSC’s orientation for incoming students – is to facilitate the successful transition of undergraduate students to the university through programming that supports their academic success and personal development. Scorpionation seeks to improve the university’s retention efforts and enhance student development by helping students feel welcomed, connected with their new environment, proud of their university and its traditions, cognizant of expectations and aware of support services.

Freshman Orientation Fee

The \$20 freshman orientation fee covers expenses for the program. This fee is non-refundable and, if the student cancels or fails to attend (no show) there is a \$15 additional cancellation /no show fee. Walk In: additional \$10.

Registering for Orientation

Student should complete the Scorpionation reservation form and return it by the reservation deadline. Students should indicate their first, second and third session choices on the orientation form that comes with this brochure. If the student decides to list only one choice, we will not guarantee a space for that date. Space is limited, so the student must have a confirmed reservation to attend Scorpionation. A letter of confirmation will be mailed and will include the student’s orientation date, time and check-in information.

Family Members

Family members are invited to attend Scorpionation. Basic information about university policies, housing, financial aid and student services will be covered and a campus tour will be given. Family Fee: \$10 per person. For more information, contact the Dean of Students Office at the phone number above or visit the Dean of Students website at www.scorpionation.utb.edu



Residential Life and Student Housing

The Village at Fort Brown • (956) 548-8794 • <http://blue.utb.edu/housing/>

The mission of Residential Life and Student Housing at UTB/TSC is to provide students with a safe and comfortable living environment that prepares students for the future and actively promotes academic success. Highlighting living and learning, the Village at Fort Brown, located on the UTB/TSC campus, provides students with facilities and services (such as on-site tutoring) that support their educational experience both in and out of the classroom. We have a trained professional and para-professional live-in staff dedicated to meeting the diverse needs of a dynamic and academically-centered living environment. We also offer a wide variety of developmental, social and educational programs for professional and personal growth together with a timely and quick response to student needs.

Veterans Upward Bound Program (VUB)

MRC North Hall 119 • (956) 882-7127 • <http://blue.utb.edu/sa/vub>

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

The following indicates support services and other information provided by (VUB):

- College admissions, academic advising, personal counseling, tutorial services
- Financial Aid, Montgomery G.I. Bill (Chapter 30), Vocational Rehabilitation (Chapter 31) and Hazlewood Act
- Workshops including Scorpion Online, Blackboard, calculator use, time management and study skills

Student Health Services

Cortez Hall 237 • (956) 882-8951 • http://blue.utb.edu/sa/student_health

ITEC Center Clinic - Suite G-4 (956) 882-4175

For after-hour emergencies, call Campus Police at (956) 882-8233

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

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



Medical Services:

- Unlimited visits for check-ups
- First aid
- Prescribed & over-the-counter medications at a low cost
- Sexually Transmitted Infections
- Health insurance information
- Accidental Insurance (on campus only)
- Consultations and referrals
- Health Fairs, blood drives and curriculum immersion (class presentations)
- Wellness screens
- Condoms at a low cost
- Physical exams
- Immunizations
 - o Flu vaccine
 - o Tetanus
 - o Measles, Mumps and Rubella
 - o Hepatitis A
 - o Hepatitis B
 - o Meningitis
 - o Tuberculosis (TB) testing
 - o Varicella
 - o Human Papilloma Virus
- Laboratory
 - o Complete blood work
 - o Blood and urine specimens
- Glucose testing
- Pap Smears
- Breast examinations
- Testicular exams
- Pregnancy testing and prevention
 - o Birth control pills and Plan B available
- Electrocardiograms (EKG)
- Ear wash
- Suture removal

Health Education and Promotion:

- Men and Women Health Fairs

- Nutrition counseling
- Cancer Awareness
- Diabetes Education
- Domestic Violence Awareness
- Alcohol awareness
- Smoking Cessation

Mental Health Counseling:

- Crisis Intervention
- Individual Counseling
- Couples Counseling
- Group Counseling
- Psychological assessment
- Consultations
- Referrals to other mental health agencies
- Problems of daily living
- Relationships
- Domestic Violence
- Family Problems
- Adjustment to College Life
- Stress
- Depression
- Anxiety
- Post-traumatic stress disorders
- Suicidal ideations
- Psychiatric evaluations and medications
- Eating disorders
- Self-esteem
- Alcohol and substance abuse
- Active Minds Club

Social Services

- Assistance with applications on Medicaid, food stamps, social security benefits and Temporary Assistance for Needy Families (TANF)
- Referrals for housing and other social services



Student Life

Student Union 2.28 • (956) 882-5111 • www.studentlife.utb.edu

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

Student Media (*The Collegian*, Sting Radio)

Student Union 1.28 • (956) 882-5143 • <http://blue.utb.edu/collegian> • www.stingradio.utb.edu

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

University Outreach

University Outreach is composed of several programs funded and supported by UTB/TSC, along with the Department of Education and other agencies. The programs provide accessible, high quality, educational training and guidance to public school students of the Lower Rio Grande Valley. It currently serves more than 1,200 participants in areas such as academics, tutorial, parental involvement and economic self-sufficiency. University Outreach advances economic and social development, enhances the quality of life, fosters respect for the community, provides for personal and career enrichment and expands knowledge through academic and field trip experiences.

Through integrated and comprehensive programs, individuals are identified and assisted in successfully completing high school and college requirements in preparation for their careers.

These programs include:

- Endowment Scholarship, Tandy 206, (956) 882-8277
- University Talent Search, Tandy 262, (956) 882-8243
- Upward Bound Classic, Tandy 210, (956) 882-3846
- Upward Bound Math & Science: Lightner Center (956) 882-7000
- Youth Empowerment Program: Tandy 262, (956) 882-7546

Endowment Services

- Provide presentations to public and private schools within the Texas Southmost College District
- Encourage students to take academically challenging courses
- Provide financial support for college tuition for students who obtain A's and B's in grade-level or above college prep courses
- Provide a transitional incentive between the school district school and Texas Southmost



University Talent Search Services

- Develop individualized education plans for participants
- Provide team-building and leadership training
- Expose students to the university community
- Provide academic and career related support
- Increase parental awareness and involvement
- Offer workshops and seminars to students, parents and school personnel on the college admission and financial aid process

Upward Bound Classic Services

- Provide tutoring and mentoring in all core curriculum subjects and college entry process
- Provide Summer Academic Bridge programming including learning communities (college credit and developmental)
- Increase participants' cultural capital
- Provide career Exposure and Internship Opportunities
- Provide Leadership Retreats
- Enhance Parental Involvement and provide resource exposure
- Student Advocacy

Upward Bound Math and Science Services

- Provides individual and specific tutoring sessions in all core curriculum subjects
- Offers cultural enrichment activities, community service opportunities and a parental involvement component
- Provides Summer Academic Bridge programming including learning communities (college credit and developmental)
- Assists students in completing all with high school graduation requirements
- Assists students in preparing them for the THEA, SAT and ACT college entrance exams
- Assists students with the identification, selection and admission into the college of their choice
- Educates students on the college admissions and application process
- Assists students in acquiring scholarships
- Facilitates students' exploration of career options in math and science
- Facilitates students' personal growth and development and the development of communication and leadership skills

Youth Empowerment Program

- Provides academic support to students through afterschool tutorials and in-class tutoring sessions
- Promotes healthy lifestyles by providing nutrition and fitness sessions both individually and through workshops
- Enhances the lives of the student cohort by exposing them to culturally enriched activities
- Provides students with career workshops that provide the tools to guide them to their career paths
- Provides parent activities that increase awareness of unhealthy behaviors that teens engage in and how to help prevent them

UTB/TSC Scorpion Scholars (USS)

Camile Lightner 109 • (956) 882-7152 or (956) 882-7035

The UTB/TSC Scorpion Scholars (USS) program is wonderful opportunity for graduation seniors ranked in the top 10 percent of their high school class. The USS program is designed to actively engage top students from throughout the Rio Grande Valley who were awarded the UTB/TSC Scorpion Scholars Scholarship. It was established to meet the academic needs of students, but also to provide



a comprehensive scholarship opportunity for students. The program has several educational elements that help retain our Scorpion Scholars while at the same time, enriching their campus experience. These elements include a peer mentor that provides one on one guidance, college success workshops, student life events, learning communities and program advisors who help ensure success at UTB/TSC. Our students are encouraged to participate in several facets of campus life ranging from research, music, athletics and student life. The high standards and expectations of the program offer our students attainable goals that help create several opportunities for personal development and a sense of academic accomplishment.

INSTRUCTIONAL SUPPORT SERVICES

Arnulfo L. Oliveira Memorial Library • (956) 882-8221 • <http://library.utb.edu/>

The Arnulfo L. Oliveira Memorial Library provides information and access to materials needed to fulfill the teaching, scholarship and service goals of the university. The library houses more than 250,000 titles and has a substantial collection of newspaper and periodical titles in print, on microfiche and microfilm and via online services.

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

The library offers an outstanding collection of digital resources in all subject fields including 218 subscription databases, selected internet sites and more than 52,000 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 also part of TexShare, a statewide consortium of academic libraries, public libraries and libraries of clinical medicine administered by the Texas State Library and Archives Commission.

Distance Education and Instructional Technologies (DE/IT)

SETB 2.320 • (956) 882-6696 toll free at 866-654- 4555 • www.utb.edu/vpaa/de/ • <http://myutbtsc.blackboard.com>

DE/IT Mission Statement

The mission of Distance Education and Instructional Technologies (DE/IT) is to support and strengthen UTB/TSC teaching, learning and research activities by providing students, faculty and staff with a reliable online technology platform and by offering faculty development training and instructional design support in the development of high quality online, hybrid and videoconferencing courses.

Online Student Services via MyUTBTSC Blackboard

The MyUTBTSC Portal powered by Blackboard is used by all students to access their courses, digital library, online tutoring, practice tests and multiple online student services. Furthermore, the network supports the admission, registration, advising and financial aid student services offered online by UTB/TSC.

Online and Hybrid Courses via MyUTBTSC Blackboard

UTB/TSC provides expanded educational opportunities to students in South Texas via online learning and distance education technologies. The majority of UTB/TSC students have to combine work and family responsibilities with their educational goals, so the online courses and programs offered by UTB/TSC directly help these students. The university has an Enterprise Level CMS, MyUTBTSC Blackboard, that provides a shell for every course offering. Currently, more than 70 percent of all courses are offered at a hybrid modality where faculty members post some course content online. In the fully online course delivery mode, UTB/TSC offers more than 500 fully online course sections per year. Furthermore, UTB/TSC is offering nine fully online programs via MyUTBTSC Blackboard.



UTB/TSC Online Programs and Courses

Undergraduate

Bachelor of Science in Criminal Justice

Contact: Patti Ross Salinas at (956) 882-8994 or patti.salinas@utb.edu

Bachelor of Science in Nursing

Contact: Katherine B. Dougherty at (956) 882-5017 or kathy.dougherty@utb.edu

Bachelor of Applied Technology (B.A.T.)

Workforce Leadership and Supervision

Contact: Mary Sullivan at (956) 882-8211 or mary.sullivan@utb.edu

Computer Information Systems Technology

Contact: Katherine De La Vega at (956) 882-6605 or katherine.delavega@utb.edu

Health Services Technology

Contact: John McCabe at (956) 882-8017 or john.mccabe@utb.edu

Bachelor of Applied Arts and Sciences (B.A.A.S.)

Applied Business Technology

Contact: Hilda Flores at (956) 882-7958 or Hilda.flores@utb.edu

Legal Studies

Contact: Karen Betancourt at (956) 882-7526 or karen.betancourt@utb.edu

Interdisciplinary Studies

Contact: Martin Rodriguez at (956) 882-4195 or martin.rodriguez@utb.edu

Certifications

Polysomnography

Contact: Juan Leal at (956) 882-5017 or juan.leal@utb.edu

Master Technology Teacher

Contact: Janice Butler at (956) 882-6713 or Janice.butler@utb.edu

E- Learning

Contact: C. Sam Pan at (956) 882-7805 or sam.pan@utb.edu

Graduate

Master of Education in Educational Technology

Contact: Mike Sullivan at (956) 882-7668 or mike.sullivan@utb.edu

Master of Science in Mathematics

Contact: Jerzy Mogilski at (956) 882-6628 or jerzy.mogilski@utb.edu

Master of Business Administration

Contact Seth M. Colwell at (956) 882-5816 or seth.colwell@utb.edu



UTB/TSC Emergency Academic Continuity Plan

In compliance with the Emergency UTB/TSC Academic Continuity Program, academic courses, partially or entirely, will be made available on the MyUTBTSC Blackboard course management system. This allows faculty members and students to continue their teaching and learning via MyUTBTSC Blackboard <http://myutbtsc.blackboard.com>, in case the university shuts down as a result of a hurricane or any other natural disaster. The university will use MyUTBTSC Blackboard to post announcements notifying faculty members and students of their responsibilities as a hurricane approaches our region. If the university is forced to shut down, faculty will notify their students using MyUTBTSC Blackboard on how to proceed with their course(s). 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 your 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 MyUTBTSC Blackboard and the UTB/TSC e-mail system. Therefore, all students must use Scorpion Online to provide a current e-mail address. Students may update their e-mail address by following the link titled Validate your e-Mail account in the MyUTBTSC Blackboard Portal. In the event of a disaster that disrupts normal operations, all students and faculty must make every effort to access an internet-enabled computer as often as possible to continue the learning process.

UTB/TSC has the most sophisticated online course platform: MyUTBTSC Blackboard

The University of Texas at Brownsville and Texas Southmost College has become one of the first institutions in Texas and the United States to implement the most comprehensive e-learning solution in higher education: Blackboard Outcomes Suite. Using the familiar MyUTBTSC Blackboard platform, UTB/TSC faculty and students have access to an unprecedented series of online tools for instruction, collaboration and evaluation of learning outcomes. The enhanced MyUTBTSC Blackboard tools are available for all UTB/TSC courses offered in all delivery modes: onsite (classroom based), online (Internet based) and hybrid (combination onsite and online). The Office of Distance Education and Instructional Technologies (DE/IT) coordinated the overall planning of this project with the participation of faculty, students, staff and administrators. The enhanced MyUTBTSC Blackboard provides UTB/TSC faculty, students and staff with the following online tools:

- Blackboard Learning System enables instructors to create and manage course content, use publisher content, evaluate performance and communicate with students for all UTB/TSC course offerings (onsite, online and hybrid).
- MyUTBTSC Blackboard Portal connects current and prospective students, faculty and staff 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.
- Server ASP Hosting by Blackboard provides 24/7 reliability, even in case of a natural disaster in our area. (see "Emergency Academic Continuity Plan")
- Blackboard Outcomes System helps plan, measure and improve learning outcomes at all levels (course, program, departmental, school/college and institutional level). This new online system will enable the documentation of outcomes assessment and evaluations through the use of its surveys, rubrics and extensive data reports.

My Virtual Hard Drive and e-Portfolios via MyUTBTSC Blackboard

- Virtual Hard Drive provides online virtual hard drives for all students, faculty and staff to store their e-documents. Users can also share (password protected) specific e-documents, learning artifacts, presentations, course chapters, etc. with other specific users (students, faculty, staff) for instruction, collaboration or evaluation purposes.
- E-Portfolios provides students, faculty and staff with Personal and Professional e-Portfolios, as well as multiple e-Portfolios to be used for each course (evaluation), for a complete degree program (resume), for a support service (i.e. advising, financial aid, distance education support, help desk, etc.) and many other possibilities.
- Learning Objects allows the creation of a learning object repository. These learning objects (a course document, a graphic, a presentation, a lesson, a course chapter, etc.) is easy to search and incorporate into courses, modules or presentations.



MyUTBTSC Virtual Info Shop Kiosk Project

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

Information Resources

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

The Information Resources Office supports and strengthens the institution's teaching, learning and research activities by providing faculty, staff and students with services and technologies that enable access to and use of information resources.

Media Services

MRC Hall South 125 • (956) 882-8963 • <http://blue.utb.edu/media/>

The Media Services Office assists academic, administration and staff by serving as a resource for technical and creative expertise in the field of audiovisual technology, by providing production services in the areas of satellite teleconferences, videotaping services, audio reproduction and photography. Services are extended to furnish instructional audio-visual equipment and instructional videos.

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



ACADEMIC ADVISING

Lightner Center • (956) 882-7362 • <http://www.utb.edu/em/advising/>

Academic Advising Center

The Academic Advising Center provides academic advising to students and assists them in making decisions about their educational and career goals. In partnership, faculty and staff in the Academic Advising Center and throughout the various university colleges and schools are available to assist students who have chosen a particular certificate program, associate degree program, or bachelor's degree program. Academic Advising Center staff will assist students who are undecided about their majors.

Academic advising is an ongoing planning process for students. Beginning when a student is an incoming freshman, academic advising allows a student, along with faculty and staff advisors (of the school/college's advising centers), to explore and develop a student's career interests and program of study. Through the academic advising relationship established between the student and the advisor, the student has the opportunity to:

- learn about academic policies and procedures, such as:
 - o assessment and placement
 - o developmental course sequence
 - o Texas Success Initiative (TSI)
 - o advising contacts with faculty and staff advisors
 - o graduation requirements
 - o SAP (Satisfactory Academic Progress) requirements
- clarify career interests, goals and opportunities
- learn about educational opportunities and degree requirements, such as:
 - o Certificate Programs (1 year)
 - o Associate Degree Programs (2 years)
 - o Baccalaureate Degree Programs (4 years)
 - o Major and Minors
 - o Teaching Certification requirements
 - o Professional school requirements (Pre-Law, Pre-Med, etc.)
 - o Transfer requirements
 - o Graduate school requirements
- increase her/his involvement, persistence and retention toward the successful completion of an academic program of study by becoming familiar with program of study requirements and by enrolling in appropriate classes that will ensure timely and successful progress toward completion of her/his program of study.

Students are responsible for seeking appropriate academic advising at the Academic Advising Center in the Lightner Center and throughout various campus locations.



- General Academic Advising, Lightner Center (882-7362)
- College of Applied Technology and General Studies (Industrial Technology), Lightner Center (882-7362)
- School of Health Science, Lightner Center (882-7362)
- College of Applied Technology and General Studies, ITEC Center 208 (882-4197)
- College of Liberal Arts, South 246 (882-7474)
- College of Science, Mathematics, & Technology, SETB 2.350 (882-5732)
- College of Applied Technology and General Studies, EDBC 1.534 (882-5849)
- College of Education, EDBC 1.102 (882-7466)
- School of Business, EDBC 1.402 (882-5804)
- Info Shop, Tandy Lobby (882-7611)

By seeking academic advising frequently with academic advisors, students receive current academic guidance that ensures a smooth and timely completion of academic goals.

Program of Study Declaration

What is a Program of Study Declaration?

A Program of Study Declaration is an official declaration of the program of study (degree plan) a student plans to follow during his/her educational career. To declare a program of study, the student must see an advisor in the Academic Advising Center.

What happens when a student declares a program of study?

A Program of Study Declaration is entered for the student and a program of study (degree plan) is given to the student. The program of study contains the required course work a student must complete to obtain a certificate or degree.

Why is it important to declare a program of study?

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

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

The Academic Advising Center encourages students to visit with advisors and indicate they are undecided as to what they want to study. Advisors can guide students as they search to find their career decisions. Career counselors are also available to assist and are located in the MRC Hall North.

Satisfactory Academic Progress (SAP)

Academic advisors assist students that encounter academic difficulties such as failing to meet Satisfactory Academic Progress (SAP) standards. SAP is used to identify students experiencing difficulty with their courses. It is based on two components: grade point average (GPA) and course completion. Academic Probation occurs when a student's cumulative GPA falls below a 2.0 or fails to meet a 70 percent completion rate. Until the cumulative GPA is 2.0 or higher, a student will remain on probation. While on probation, students must earn a minimum of a 2.0 GPA and 70 percent completion rate each term to prevent Academic Suspension. Students who fail to meet SAP standards must meet with academic advisors to develop an "Academic Success Contract" and an "Academic Success Plan". The advisors also inform the students of the institution's policies and procedures, provide information that can lead



to academic success and refer students to on-campus resources that can better assist them. It is of vital importance that students meet with their academic advisor if they fall below SAP standards so they can be better prepared for academic success. For more information on how SAP affects Financial Aid, please refer to Pages 28-29 of this catalog.

Early Alert

Early Alert is a collaborative retention initiative between staff, faculty and the Academic Advising Center designed to identify students who are academically at risk. The purpose of this initiative is for the student to become aware that a concern in one of his/her 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 poor academic progress due to excessive absences, low test/ quiz scores, incomplete/missing assignments, weak skills, inappropriate classroom behaviors, or personal issues. During the initial meeting, academic advisors will work with students on devising an action plan that will assist them in building skills to succeed academically. Depending on the students' needs, academic advisors may refer students to other campus support services for further assistance.

GENERAL EDUCATION CORE CURRICULUM

(48 credit hours)

General education core curriculum requirements apply to all Associate of Arts, Associate of Science and Baccalaureate degrees. Associate of Applied Science degrees require 15 hours of specific general education courses. The specific general education requirements for each major are listed on the official program of study. For more information, see your academic advisor.

University of Texas at Brownsville and Texas Southmost College

010 - Communication (2 courses - 6 credit hours)

English 1301 – Composition I (minimum grade of C)

and English 1302 – Composition II (minimum grade of C)

011- Additional Communication (2 courses - 6 credit hours)

Spanish 1311 - Elementary Spanish I

Spanish 1312 – Elementary Spanish II

Spanish 2313 – Basic Spanish for Bilinguals I

Spanish 2315 – Basic Spanish for Bilinguals II

Spanish 2311 – Intermediate Spanish I

Spanish 2312 – Intermediate Spanish II

Spanish 2316 – Career Spanish I

Spanish 2317 – Business Spanish

Spanish 2321 – Hispanic Language & Culture I



Spanish 2322 – Hispanic Language & Culture II

French 1311 – Elementary French I

French 1312 – Elementary French II

French 2311 – Intermediate French I

French 2312 – Intermediate French II

German 1311 – Elementary German I

German 1312 – Elementary German II

German 2311 – Intermediate German I

German 2312 – Intermediate German II

Arabic 1311 – Elementary Arabic I

Arabic 1312 – Elementary Arabic II

Chinese 1311 – Beginning Chinese I

Chinese 1312 – Beginning Chinese II

Italian 1311 – Elementary Italian I

Italian 1312 – Elementary Italian II

Japanese 1311 – Elementary Japanese I

Japanese 1312 – Elementary Japanese II

Sign Language 1301 – Beginning American Sign Language I

Sign Language 1302 – Beginning American Sign Language II

020 - Mathematics (1 course – 3 credit hours)

Math 1314 – College Algebra

Math 1316 – Trigonometry

Math 1324 – Mathematics for Business and Social Sciences I

Math 1325 – Mathematics for Business and Social Sciences II

Math 1332 – Math for Liberal Arts



Math 1342 – Elementary Statistics

Math 1348 – Analytic Geometry

Math 1350 – Fundamentals of Mathematics for Teachers I

Math 1351 – Fundamentals of Mathematics for Teachers II

Math 2305 – Discrete Mathematics

Math 2318 – Linear Algebra

Math 2321 – Differential Equations and Linear Algebra

Math 2412 – Pre-Calculus Mathematics

Math 2413 – Calculus I

030 - Natural Science (2 courses, 2 labs – 8 credit hours)

Select any 2 Science courses with corresponding labs

Biology 1306/1106 – General Biology I with lab

Biology 1307/1107 – General Biology II with lab

Biology 1308/1108 – Biological Concepts I with lab

Biology 1309/1109 – Biological Concepts II with lab

Biology 2301/2101 – Human Anatomy and Physiology I with lab

Biology 2302/2102 – Human Anatomy and Physiology II with lab

Chemistry 1305/1105 – Introductory Chemistry I with lab

Chemistry 1307/1107 – Introductory Chemistry II with lab

Chemistry 1311/1111 – General Chemistry I with lab

Chemistry 1312/1112 – General Chemistry II with lab

Environmental Science 1301/1101 – Introduction to Environmental Science I with lab

Environmental Science 1302/1102 – Introduction to Environmental Science II with lab

Geology 1301/1101 – Principles of Earth Sciences with lab

Geology 1303/1103 – Physical Geology with lab



Geology 1304/1104 – Historical Geology with lab

Geology 1347/1147 – Meteorology with lab

Physics 1301/1101 – General Physics I with lab

Physics 1302/1102 – General Physics II with lab

Physics 1305/1105 – Elementary Physics and Acoustics with lab

Physics 1310/1110 – Conceptual Physics with lab

Physics 1311/1111 – Introduction to Astronomy with lab

Physics 1315/1115 – 21st Century Energy Issues: Physical Science I

Physics 1401 – College Physics I

Physics 1402 – College Physics II

Physics 2325/2125 – University Physics I Lecture with lab

Physics 2326/2126 – University Physics II Lecture with lab

040 - Humanities (1 course – 3 credit hours)

English 2332 – World Literature to 1660

English 2333 – World Literature since 1660

050 - Visual and Performing Arts (1 course – 3 semester credit)

Arts 1301 – Art Appreciation

Arts 1303 – Art History Survey I

Music 1304 – Teaching Music in the Elementary School

Music 1306 – Music Appreciation

Music 1308 – Music Literature and History I

060 - History (2 courses – 6 credit hours)

History 1301 – United States to 1877

History 1302 – United States since 1877



070 - Government (2 courses – 6 credit hours)

Government 2301 – American and Texas Government

Government 2302 – American Government and Policy

080 - Social and Behavioral Sciences (1 course – 3 credit hours)

Anthropology 2351 – Cultural Anthropology

Business 1301 – Introduction to Business

Economics 2301 – Macroeconomics

Geography 1303 – General World Geography

Psychology 2301 – Introduction to Psychology

Sociology 1301 – Introduction to Sociology

Sociology 2319 – The Mexican American Experience

090 - Institutionally Designated Option (2 courses – 4 credit hours)

Kinesiology 1164 or any one-hour activity course

And one of these:

Speech 1315 – Applied Communication

Speech 1318 – Interpersonal Communication

48 total credit hours

In accordance with Section 61.822 of the Texas Education Code, a student who successfully completes the entire Core Curriculum at another Texas public institution of higher education may transfer that block of courses to UTB/TSC to satisfy UTB/TSC's Core Curriculum. If a student completes some, but not all, of the Core Curriculum at another Texas public institution of higher education, the student will receive credit for the category completed and then must take additional Core Curriculum courses at UTB/TSC until he or she completes the 48 credit hours that compose UTB/TSC's Core Curriculum.

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

1. Acquire basic intellectual competence in reading, writing, speaking, listening, critical thinking and computer literacy.



2. Develop a habit of inquiry and demonstrate a desire for continued, life-long learning and creative expression.
3. Develop competence in the tools, skills and principles of logical reasoning and problem solving.
4. Develop the capacity to construct arguments, discuss and reflect upon choices offered to be a responsible member of society.
5. Demonstrate knowledge of media and computer technology and adaption to changes.
6. Understand the inter-relationships of academic disciplines.

DEGREE REQUIREMENTS

CERTIFICATES

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

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

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

To graduate with a certificate of proficiency, a student must:

1. satisfy admissions requirements
2. if applying for Level 2 certificate, satisfy the Texas Success Initiative (TSI) requirements
3. submit a completed graduation application packet with proof of payment to the Office of the Registrar by the appropriate deadline as posted in the Academic Calendar
4. have a minimum cumulative 2.00 GPA in all program of study coursework
5. have a minimum cumulative 2.00 GPA in all academic coursework, including transfer work
6. complete a minimum of 25 percent of the credit hours required for the certificate in residence at UTB/TSC (credit by examination, credit by escrow and tech prep credit cannot be counted as hours taken in residence)
7. complete the requirements for one of the certificate programs listed in this catalog including non-coursework requirements (such as exit exams, portfolios, special projects)

ASSOCIATE DEGREES

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

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



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

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

Associate Degree Requirements

Students must satisfy catalog requirements in effect during the academic year they declare an official program of study at UTB/TSC, or some later catalog.

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

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

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

To graduate with an associate degree, students must:

1. Satisfy admission requirements.
2. Satisfy the Texas Success Initiative (TSI) requirements
3. Submit a completed graduation application packet with proof of payment to the Office of the Registrar by the appropriate deadline as posted in the Academic Calendar.
4. Have a minimum cumulative 2.00 GPA in the general education core curriculum requirements
5. Have a minimum cumulative 2.00 GPA in all program of study coursework
6. Have a minimum cumulative 2.00 GPA in all academic coursework, including transfer work
7. Complete a minimum of 25 percent of credit hours required for the degree in residence at UTB/TSC (credit by examination, credit by escrow and tech prep credit cannot be counted as hours taken in residence)
8. Complete the requirements for one of the associate's degrees listed in this catalog including non-coursework requirements (such as exit exams, portfolios, special projects)
9. Students are requested to seek advice for certificate residency requirements and degree audit from an advisor at least one semester/term prior to completing graduation requirements



Subsequent Associate Degrees and Multiple Majors

Students may receive only one Associate of Applied Science or Associate of Arts. Students may receive an additional associate degree of a different type and major (e.g., A.A.S. students may earn an A.A. degree and A.A. degree students may earn an A.A.S. degree).

To earn an additional associate degree, a student shall:

- complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree and
- complete all requirements for the additional degree(s), including grade point average requirements, elective courses, etc. as set forth in this catalog.

To earn an additional major in an associate degree, a student shall:

- complete a minimum of 15 hours of credit at UTB/TSC beyond the awarding of the first degree and
- complete all requirements for the additional major(s) as set forth in this catalog.

Guarantee for Job Competency

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

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the A.A.S. Degree beginning May, 1995 or thereafter in an occupational program identified in the UTB/TSC catalog.
2. The graduate must have completed the A.A.S. Degree at UTB/TSC (with a majority of the credits being earned at TSC) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President for Academic Affairs.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing to the vice president for Academic Affairs that the employee is lacking entry-level skills identified by UTB/TSC as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within 12 months from the time the educational plan is agreed upon.
9. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
10. Students' sole remedy against UTB/TSC and its employees for skill deficiencies shall be limited to 9 credit hours of tuition-free education under the conditions described above.
11. The program can be initiated through a written agreement with the Office of the Vice President for Academic Affairs.

BACCALAUREATE DEGREES



The University of Texas at Brownsville awards the following baccalaureate degrees:

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

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

Baccalaureate 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.

1. A minimum of 120-124 credit hours, including a minimum of 36 advanced hours, is required, with an overall minimum grade point average of 2.000 on all non-developmental courses (including transfer work). For School of Business B.B.A. majors, a 2.500 GPA overall is required.
2. A minimum grade point average of 2.000 in the Core Curriculum, the major field and the minor field is required. For School of Business B.B.A. majors, a 2.500 GPA is required in the upper division core and major.
3. Students may meet the requirements for graduation in the catalog of the year in which they enter UTB/TSC, or some later catalog. However, students must graduate within eight years from the academic year of entrance, or they must be placed under the provisions of a later catalog.
4. A major field of concentration requires a minimum of 24 credit hours (30 credit hours for most majors), with at least 15 hours of advanced-level work.
5. A minor field requires at least 18 credit hours with a minimum of nine semester hours of advanced-level work.
6. Courses may not be used to satisfy a requirement for both a major and a minor or for two majors or for two minors.
7. The same course may not be applied to multiple sections of a degree plan.
8. The major-minor or broad-field major course distribution must follow the requirements set forth by the various departments, subject to any limitations and requirements noted under the baccalaureate degrees and these graduation requirements, or in published form issued by the various departments.
9. A minimum of 25 percent of the credit hours required for the degree must be completed in residence at UTB/TSC before a degree will be conferred. In the case of undergraduate degree programs offered through joint, cooperative, or consortia agreements, the student must earn at least 25 percent of credits from the participating institutions. At least 15 credit hours of advanced course work



(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 towards hours earned in residence.

10. Students must file an application for a degree on or before the date specified in the UTB/TSC academic calendar; applications must be filed at the Office of the Registrar at Tandy Hall 105.

11. A maximum of 45 credit hours of college credit will be accepted towards a baccalaureate degree by any combination of extension, examination and correspondence credit with an 18-hour limit on correspondence credit. Exceptions: the General Education Core is transferable and for a B.A.T./B.A.A.S. degree, a technical block of 35 to 37 hours (of an A.A.S. degree) and is transferable.

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

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

Double Majors

A student earning a baccalaureate 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 student will

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

Multiple Degrees

A student may earn two baccalaureate degrees of different degree types on the same graduation date (Example: Bachelor of Science in Biology and Bachelor of Arts in English).

Such student will:

- complete all major requirements for each of the two majors and degree types
- complete at least 25 percent of coursework for each degree in residence, including completion in residence of at least 12 credit hours of advanced course work (level 3000, 4000) in the major field of study for each degree in residence
- complete all requirements for each degree, including grade point average requirements, elective courses and advanced courses as set forth in this catalog

Such student:

- cannot use the major of one degree type for the minor or general electives of the second degree type



- cannot use the minor of one degree type for the major or general electives of the second degree type
- should consult with academic advisor and faculty advisor at least one year prior to graduation. Student will be advised to (1) seek a Double Major; (2) follow the Subsequent Degree route; or (3) complete one degree and continue into graduate studies

Subsequent Baccalaureate Degrees

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

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

Teacher Certification

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

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

GRADUATE DEGREES

The university currently offers 22 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: www.utb.edu/vpaa/graduate

PREPARATORY PROGRAMS

Dual Language Certification

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

Program requirements: Students must take a minimum of 15 credit hours from the Dual Language (DL) courses in the general education core curriculum. These courses must include Spanish 2321 and 2322, (Hispanic Language and Culture I and II); the remaining credit hours for certification must involve DL classes offered by departments other than Modern Languages. Students must achieve a minimum 2.8 GPA in their DL courses. Successful completion of requirements will result in degree notation and a special seal on students' diplomas.

For more information contact the Modern Languages Department in Mary Rose Cardenas Hall South 288, (956) 882-8246.

Academic Preparation at UTB/TSC for a minor in Military Science

Overview



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

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

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

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:

1. 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
2. Pass a military Physical Examination
3. Pass the Army Physical Fitness Test with a score of 60 points or more in each category
4. Maintain a cumulative GPA of 2.0 and full time student status
5. Contract as an officer in the Active Army, National Guard or Reserves
6. Complete ROTC 3202 plus 16 hours of advanced military science courses. (ROTC 3401, ROTC 3402, ROTC 4401, ROTC 4403) and complete the Military History Course (HIST 4381)
7. Successfully complete ROTC Leadership Assessment and Development Course (LDAC)
8. Successfully complete an undergraduate degree program

Contact Information

Students interested in taking an ROTC course or pursuing a Military Science minor are encouraged to contact Pablo Constante or Diane Miles at 882-7621 or go to our website at <http://rotc.utb.edu/> for more information.

Academic Preparation at UTB/TSC for Law School

All accredited law schools in the Texas (that is, Baylor University School of Law, Southern Methodist University Deadman School of Law, South Texas College of Law, St. Mary's University School of Law, Texas Southern University Thurgood Marshall School of Law, Texas Tech University School of Law, University of Houston Law Center, Texas Wesleyan University School of Law and The University of Texas at Austin School of Law) require the following from applicants prior to admission: (1) a bachelor's degree, (2) superior grades and (3) 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. One should keep in mind that the spoken and written word 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 which require substantial research and writing assignments and provide critiques of those skills.

UTB/TSC strongly recommends that courses be taken from the following academic departments during the junior and senior years as the major curriculum permits: Criminal Justice; Business (specifically, Business Law); History; Philosophy (the Introduction to Philosophy, ethics and Logic courses); Government courses such as Constitutional Law: Civil Liberties, Constitutional Law: Federalism and Judicial Process; Speech (especially Fundamentals of Speech); and Behavioral Sciences Department courses and Applied Law –ALAW (Civil Litigation-Advanced, Criminal Law and Procedure-Advanced, Evidence, Legal Document Research and Writing and Appeals and Brief Writing).

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

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

Academic Preparation at UTB/TSC for Healthcare Graduate School

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

All accredited graduate schools offering medical programs require the following from applicants prior to admission: (1) a bachelor’s degree, (2) superior grades and (3) a satisfactory score on the graduate school admission tests (i.e., MCAT, DAT, PCAT, GRE).

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

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

- Early Acceptance Partnerships
- Joint Admission Medical Program – JAMP - (UT System)
- Early Medical School Acceptance Program – EMSAP – (UTMB - Galveston)
- Dental Early Acceptance Program – DEAP - (UT - Houston)
- Dual Degree Programs (UTHSC - San Antonio)
- Dentistry
- Occupational Therapy
- Physical Therapy
- Bridges to Graduate & Professional Programs
- Physician’s Assistant (UTPA – Edinburg)
- Summer Biomedical Research Programs



- UTB/TSC Campus Research Support
- Summer Enrichment Programs
- Seminar/Lecture Series by Health Professionals
- Standardized Test Prep Course

The Office of Premedical Education Programs 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 the Office of Premedical Education Programs, LHSB 1.808A. Call (956) 882-5059.

Service Learning and the Center for Civic Engagement

Many UTB/TSC courses offer service learning activities and projects in the community. Service learning is a way of teaching which integrates hands-on learning experiences as part of a class syllabus and grade. At UTB/TSC, service learning includes projects and activities such as internships, practicums, field experiences, clinicals and other service projects in the community. The UTB/TSC Center for Civic Engagement is charged with facilitating service learning projects on campus. For more information see the website www.civicengagement.com.

STUDENT RESPONSIBILITY AND DISCIPLINE

Student Responsibility

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

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

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

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

Student Discipline

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

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

Information about the rules of conduct, due process procedures and disciplinary penalties is published in Rule 50101 of the Board of Regents' Rules and Regulations and in UTB/TSC'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. Student disciplinary information is also published in the Student Handbook.



ACADEMIC POLICIES

Academic Adjustment

UTB/TSC is prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students. It is the responsibility of the student with a disability to initiate the request. The student may request course substitutions or modification of degree requirements by addressing a letter to the Disability Services Coordinator, to be referred to the department chairperson involved. The letter should contain the student's name, address, phone number, ID number, major or minor, the specific substitution/modification request and reason for the request. The request should document specific and pertinent disability information. The request must be received at least 14 days before the end of late registration for a decision to be given for that semester/term.

Advanced Level Work

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

Adds and Drops

A student may add a course during the official Add and Drop period as indicated on the Academic Calendar. After the Add and Drop period, a student may add a course for academic reasons only with the permission of the course instructor and department chair. The determination of the instructor and department chair is final.

Students may add a class through Scorpion Online (www.utb.edu) or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the specified deadline.

A student may drop a course during the official Add and Drop period as indicated on the Academic Calendar. After the Add and Drop period, a student may drop a course according to the deadlines indicated on the Academic Calendar (see chart below for additional information). Students may drop a class through Scorpion Online (www.utb.edu) or in person at the Office of the Registrar in Tandy Hall 105. The student is responsible for ensuring that their request is processed by the specified deadline.

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

Class is Dropped

Grade

Prior to the Official Record Date yet still enrolled in at least 1 credit hour

No Grade assigned

After Official Record Date but prior to the Deadline to Withdraw yet still enrolled in at least 1 credit hour

Grade "W" assigned

In addition, a student who enrolled in a Texas public institution as a first-time freshman in fall 2007 or later will not be allowed to withdraw from more than six courses over his or her entire undergraduate career. This limit includes all classes taken at any Texas public institution of higher education. There are certain legislatively-mandated reasons for withdrawing from a class that do not count toward the six-class limit. These reasons include, among others, a severe illness or other debilitating condition that affects the student's ability to complete the course; the student's need to care for a sick, injured, or needy person if the care affects the student's ability to complete the course; the death of the student's family member or of a person considered to have a sufficiently close relationship to the student; the active duty service as a member of the Texas National Guard or the armed forces of the United



States of the student, a family member, or a person considered to have a sufficiently close relationship to the student; or a change in the student's work schedule that is beyond the control of the student and that affects the student's ability to complete the course. In addition, for the purposes of this policy, a course, such as a laboratory or discussion course, in which a student is enrolled concurrently with a lecture course is not considered to be a course separate from the lecture course if (1) concurrent enrollment in both courses is required, and (2) in dropping the lecture course, the student would be required to drop the laboratory, discussion or other course in which the student is concurrently enrolled. The Office of the Registrar will identify first-time freshmen records each academic term to establish a beginning term and the start of an automated counter that will track each course that is dropped. Once a student record reaches the six course drop limit, an automated block will prevent students from dropping additional courses. Students that experienced extenuating circumstances that led to dropping a course(s) may submit a written appeal and supporting documentation to the Registrar. These extenuating circumstances may or may not fall into the reasons mentioned above. Dropped courses that are exempt from the count will reflect a "WE" on official records and will be excluded from the six course drop limit. Exemptions are coded on official transcripts. Dual enrollment courses are not subject to the six course drop rule.

Attendance and Absences

Students are expected to be diligent in their studies and regular in class attendance. Students are responsible for all class work and assignments. The number of absences permitted in any one course varies with instructor and course. Attendance requirements are printed in the course syllabus and announced by the instructor at the initial class meeting. On recommendation of the instructor concerned, students may at any time be dropped from courses for failure to meet the attendance requirements or other good cause. This may result in a "W" or an "F" on the student's academic record. UTB/TSC will excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. In addition, UTB/TSC will permit such a student, as well as students who incur a non-religious 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 15th day of the semester/term, the student notifies the applicable instructor(s) that the student will be absent for a religious holy day or non-religious excused absence.

A religious holy day is a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, of the Texas Tax Code. A non-religious 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 an excused absence and is not bound by the decision(s) of other instructors.

The student's notification must be in writing and must be delivered by the student 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.

Under certain circumstances, a student who is required to participate in active military service, including travel related to that service, is excused from scheduled classes or other required activities, including examinations and will be allowed to complete the assignment(s) or exam(s) within a reasonable time after the absence. For the purposes of this policy, a "reasonable time" shall equal 15 calendar days after the student's active duty ends, unless the instructor and student mutually agree to a longer period of time. The excused absence is permitted only if the student 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 the student is enrolled at the beginning of the period of active military service. If the student objects to the instructor's treatment of the student's absence due to active military service, the student may file a grievance pursuant to the procedures outlined in Grievances, Academic (Grade Appeals and Other Than Grade Appeals), found elsewhere in the Academic Policies.

Auditing Courses

Audit enrollment is on a space available basis for courses that have been designated as suitable for audit by the dean of the college or school. Not all courses are available for audit. Students may not enter courses for audit until the date specified on the Academic Calendar for the semester/term during which the course(s) will be audited. Those who wish to audit should contact the appropriate instructor for departmental approval. The fee for audit enrollment is \$50 per class. There is no charge for people 65 years and older.



Audit fees are nonrefundable. Audit students do not receive credit. An audit intention cannot be changed to credit nor can credit courses be changed to audit. Audit work cannot be used toward diploma or degree requirements. Enrollment as an auditor does not permit enrollees to take examinations, have tests or other papers checked by the instructor or participate in required oral recitations, etc.

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 the course 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, any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Board of Regents’ Rules and Regulations, Series 50101.)

Since scholastic dishonesty harms the individual, all students and the integrity of UTB/TSC, policies on scholastic dishonesty are strictly enforced. Any instances of scholastic dishonesty will be addressed in accordance with the Board of Regents’ Rules and Regulations, Series 50101 and UTB/TSC’s Handbook of Operating Procedures.

Classification of Students

Students are classified by the number of credit hours of university credit they have earned, to include developmental coursework.

- Freshmen – credit for fewer than 30 credit hours
- Sophomores – credit for 30-59 credit hours
- Juniors – credit for 60-89 credit hours
- Seniors – credit for 90 or more credit hours
- Post-Baccalaureate Students – a baccalaureate degree but not admitted into a graduate program.
- Graduate Students— a baccalaureate degree and admitted to a master’s degree program
- Doctoral Students – a master’s degree and admitted to a doctoral program

Co-requisite

A co-requisite is a course which must be taken together with another course during the same semester/term. Co-requisites are included with the course listings in this catalog.

Course Load

Undergraduate course loads are defined in the table below:

	Fall	Spring	May	Summer I or II
Less Than Half	1-5	1-5		1-2
Half	6-8	6-8		3-4
Three Quarter	9-11	9-11		5
Full	12-18	12-18		6-8
*Overload	19+	19+	5+	9+



For each regular semester an undergraduate student may enroll for no more than 18 credit hours. For each summer term an undergraduate student may enroll for no more than 8 credit hours. For each May term an undergraduate student may enroll for no more than 4 hours. Enrollment in more than 18 semester hours in a regular semester or 8 in a single summer term or 4 in a single May term requires authorization by the appropriate dean of the student's college or school.

Course Numbers

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are departmental designations.

- 0000 courses are at the developmental level – lower division
- 1000 courses are at the freshman level – lower division
- 2000 courses are at the sophomore level – lower division
- 3000 courses are at the junior level – upper division
- 4000 courses are at the senior level – upper division
- 5000 courses are at the graduate 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/term.

Course Schedule

A Course Schedule is published before registration each fall, spring and summer semester/term. Changes to the schedule, such as reassignment of instructors, closing, consolidating, dividing, or equalizing teacher loads may be made for the convenience of UTB/TSC. Listings are subject to change without notice. For the most current information, students should view the online course schedule.

Credit

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

Final Examinations

Final examinations are held at the end of each semester/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 and/or the appropriate department chair immediately.

Full-Time Undergraduate Student

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



Grade Inquiry

Final grades are available to students within 24 hours after all final exam grades have been submitted online after the end of each semester/term. Grade reports are not mailed to students. Students interested in obtaining their grades may log on to Scorpion Online (www.utb.edu).

Grades

The following grades are used to designate achievement in classwork. Their corresponding grade values are indicated.

Grade	Explanation	Grade Points Per Credit Hour
Au	Audit	Not used in computer GPA
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Below Average	1.00 (Not used in graduate courses)
F	Failure	0.00
		Not used in computing GPA
I	Incomplete	Not used in computing GPA
IM	Incomplete Military	Not used in computing GPA
P	Pass	Not used in computing GPA
		Not used in computing GPA
		(Advanced Placement and CLEP and Tech Prep credit 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

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/term. After the deadline to drop with a grade of a “W” has passed, a student may not be awarded a “W” as a final grade.

Grade Point Averages (GPA)

Grade point averages are computed by dividing the total grade points earned by the total credit hours attempted.

A sample calculation method:

Course	No.	Grade	Hours	Grade Points
English	2302	A	3 sem. hours	X 4 pts. per hour = 12
Mathematics	4316	B	3 sem. hours	X 3 pts. per hour = 9
History	3314	C	3 sem. hours	X 2 pts. per hour = 6



Chemistry	3403	D	4 sem. hours	X 1 pts. per hour = 4
Kinesiology	1101	F	1 sem. hour	X 0 pts. per hour = 0
Total hours attempted			14 sem. hours	
Total grade points			31 points	
Total grade points	÷		Total semester hours attempted = GPA	
31	÷	14	=	2.21

Grade Change

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

Graduation Application

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

Students who graduate with their first baccalaureate degree may be eligible for a tuition rebate. See “Tuition Rebate Program” for more information about this opportunity.

Graduation Under a Specific Catalog

General and specific requirements for degrees may be altered in successive catalogs. Undergraduate students are bound by the requirements for graduation that are listed in the catalog in force at the time of his/her admission. However, baccalaureate students must graduate within eight years from commencement of collegiate work, and associate/certificate students must graduate within six years from the academic year of entrance, or be subject to degree requirements of subsequent catalogs.

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

In attempting to resolve any student grievance, the student must first make every effort to resolve the matter informally with the individual with whom the grievance originated within 30 calendar days from the end of the term. If the matter cannot be resolved in discussions between the student and the instructor, supervisor, administrator or committee, the student may submit a formal written appeal to the department chair with a copy to the dean of the respective college/school within 10 business days after receipt of the response to the Informal Procedure. Within ten (10) business days, the chair will provide the student and school/college dean with a written response. If the matter is not resolved by the written response provided by the department chair, the student may submit a written appeal within ten (10) business days of the date the response was sent to the school/college dean where the course is offered. The written appeal to the school/college dean must state the reasons the student is appealing the written response. The school/college dean will review the appeal and responses, obtain additional information and opinions, if desired, and provide the student with a written response within ten (10) business days of the receipt of the student’s appeal to the school dean. The decision of the school/college dean will be final.

Grievances, Non-Academic

In an effort to resolve misunderstandings or concerns, a student must first make every effort to resolve the matter informally by discussing his or her concerns with the faculty or staff member against whom the complaint is lodged. If the concern still exists, the student may submit his or her grievance in writing 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 the student and employee, may confer with anyone having information pertinent to the grievance and/or may hold a meeting between the student and the employee in an effort to mediate and resolve the complaint. If the complaint is not resolved to the student's satisfaction, the student may appeal in writing to the appropriate assistant/associate vice president supervising the department where the complaint originated. The student must send this appeal to the appropriate assistant/associate vice president within 10 business days after the student's initial meeting with the department chair or head. The decision of the assistant/associate vice president must be mailed or delivered in person to the student within 10 business days after receipt of the student's written appeal. If the complaint is not resolved to the 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 identification cards for semester credit hour students are issued by the Circulation Desk at the 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/TSC on demand.
- The card must be presented for:
 - o admission to any school- or faculty-sponsored activity
 - o admission to all athletic events
 - o voting in campus elections and referendums
 - o use of computer services
 - o use of the library
 - o disbursement of financial aid checks
 - o any transaction at the Office of the Registrar
- The card is nontransferable. Loss or mutilation must be reported to the Circulation Desk at the Library. A charge of \$10 will be made for replacement.
- ID Card photographs may be taken at any time during the library's regular hours.

Immunization Requirements

The following immunizations are required for all students who are enrolled in health-related courses which will involve direct patient contact in medical or dental care facilities or who come in contact with human biological fluids or tissue. Students for whom these immunizations are not required 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/diphtheria: proof of one "booster" dose of tetanus/diphtheria (within 10 years)
- Hepatitis B virus (HBV): proof of serologic immunity to HBV or certification of immunization with a complete series of Hepatitis B vaccine. Students will be required to present a letter or other suitable written certification



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

Inquiries concerning supplemental immunization requirements should be directed to Student Health Services. Certain exemptions are allowed from the immunization requirements. Students should contact the Office of Student Health Services for additional information.

Incomplete Grades

A grade of “I” may be given when students have not completed the required course work within the allotted time of a regular semester or summer term if the instructor determines that the reasons for the work being incomplete are valid and that the grade of “I” is justified. A written agreement between the student and the instructor specifying the work to be made up and the deadline for its accomplishment must be filed in the office of the department chair at the time that the “I” is submitted. The work agreed upon must be satisfactorily completed and the “I” changed no later than the end of the next regular (fall or spring) semester from the date the “I” was received unless an extension is requested by the instructor, or the grade will automatically be recorded as “F” on the official transcript.

A student 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 student or faculty convenience; they may be issued only in the case of compelling, nonacademic circumstances beyond the student’s 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/term has begun, please see “Military Service Activation Interruption of Education” in the section of this catalog discussing Tuition and Fees.

Pass/Fail Option

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

Prerequisite

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

Quality of Work

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



Registration

To attend classes, students must first register or enroll for the courses they wish to attend and pay all appropriate tuition and fees. Students must complete all admission procedures prior to registration. Information on registration dates and times is listed in the Academic Calendar, which is listed in the printed course schedule and on the university website. Information on registration procedures and deadlines may be obtained at the Academic Advising Center in the Lightner Center, the Go Center/Info Shop in Tandy Lobby, or the Office of the Registrar in Tandy Hall 105.

Repeated Courses

When a course is repeated, only the last grade and hours earned are used to calculate the grade point average. (Graduate courses follow a different method of calculation.) For the purposes of satisfactory academic progress (SAP) evaluations, each graded course will be counted towards attempted hours with only the final attempt being counted toward completed hours.

Required Courses

All courses in students' programs of study are required courses and must be completed for the student 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 on required courses and sequencing may be obtained in the Academic Advising Center. In addition, students may be required to take certain developmental courses based on assessment scores or THEA scores before they are allowed to enroll in more advanced courses.

Semester Credit Hour

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

Terms

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

The academic year: The academic year is divided into two semesters, fall and spring semesters. Each semester meets for classes approximately 150 minutes per week for 15 weeks.

The summer term: The summer term is divided into two terms, Summer I and Summer II. Each term meets for classes approximately two hours per day for 23 class meetings.

The May term: The May term is an intense term consisting of approximately three hours per day for 15 class meetings.

The academic calendar for this academic year is listed in this catalog and on the UTB/TSC website.

Withdrawing From Classes

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

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

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



Undergraduate Satisfactory Academic Progress

(Applies to new and returning UTB/TSC students registered for classes in the 2007-2008 academic year) UTB/TSC monitors academic progress every fall and spring semester/term to identify those students who are experiencing difficulty with their courses. Satisfactory Academic Progress (SAP) is based upon two components: GPA and course completion. Academic progress is computed every fall and spring term for every student.

<http://blue.utb.edu/vpaa/sap/default.htm>

Minimum GPA Requirements

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

Minimum Course Completion Requirements

Students are expected to successfully complete at least 70 percent of the credit hours attempted. This is calculated by evaluating the ratio of cumulative hours attempted vs. earned. Attempted hours are those credits for which a student is registered for on the official record date of each semester/term. Earned hours are those credits for which a student receives a passing grade (according to "Grade Standards" published in the Undergraduate/Graduate Catalog). Standards for Satisfactory Academic Progress

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

Probation: If at any time a student's cumulative GPA falls below 2.000 and/or a student's cumulative completion rate falls below 70 percent, the student is placed on probation. The conditions of probation are as follows. Student is limited to 12 credit hours. Student is required to participate in specific programs designed to help the student succeed academically. Students who do not meet the following conditions will be subject to academic dismissal. Students on academic probation must process any and all registration actions with an academic advisor.

First Probationary Term

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

Subsequent Probationary Term

The same conditions as above will apply to students who are on probation for subsequent probationary terms. **Suspension and Reinstatement:** Upon return from suspension, students will be enrolled conditionally, limited to 7 credit hours, required to meet with an advisor to select appropriate courses and required to participate in specific programs designed to help the student succeed academically.

Suspension Appeal

First Academic Suspension – one regular term (excluding summer)

Second and Subsequent Academic Suspensions – two regular terms (excluding summer)

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



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

SCHOLASTIC HONORS

Honor Student Recognition

Each semester/term, students with noteworthy scholastic achievement are recognized by publication of the President's List and the Dean's List.

President's List: Students who earn a 4.000 semester/term grade point average and complete a full-time course load (not including developmental coursework).

Dean's List: Students who earn a 3.500 to 3.999 semester/term grade point average and complete a full-time course load (not including developmental coursework).

Phi Theta Kappa: Candidates for membership must have completed 12 semester hours of Associate Degree work with a grade point average of 3.50, possess recognized qualities of leadership and be recommended by a member of the faculty. Members must maintain a 3.25 grade point average after initiation. Membership is noted on students' official transcripts. Members are recognized at UTB/TSC awards ceremony and may wear the Phi Theta Kappa gold stole and tassel at Commencement. The purpose of the local Alpha Mu Chapter is to promote scholarship, develop leadership skills and cultivate fellowship among qualified students.

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

Honors in Graduation

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

Summa Cum Laude:	3.900-4.000
Magna Cum Laude:	3.700-3.899
Cum Laude:	3.500-3.699



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Office of Teacher Preparation and Accountability

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Student Teaching Program

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Math and Science Academy

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

Language, Literacy & Intercultural Studies

Chair pending

Teaching, Learning & Innovation

Dr. Reynaldo Ramirez

School Specialties Department

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

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Radiologic Technology

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Bachelor of Science in Nursing

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Medical and Health Sciences Continuing Education

Anne Rentro, Interim Director • LHSB 2.202 • (956) 882-5132/(956) 882-5130 • Fax (956) 882-5197 • Continuing Education for Healthcare Professionals



Faculty

College of Liberal Arts Faculty

Behavioral Sciences Department

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Diamantina Freeberg <i>Associate Professor</i> 1967 B.A., Our Lady of the Lake College-San Antonio 1969 M.A., 1977 Ed.D., University of Tulsa	1979 <i>Psychology</i>
Deborah Huerta <i>Assistant Professor</i> 1988 B.A., Stephen F. Austin 1992 M.S., St. Mary's University 1998 Psy.D., Our Lady of the Lake University	2001 <i>Psychology</i>
Matthew Johnson <i>Associate Professor</i> 1991 B.S., Northwest Missouri State University 1993 M.S., Imporia State University 1998 Ph.D., Texas Technical College	1999 <i>Psychology</i>
Leslie B. Meyer <i>Assistant Professor</i> 2004 B.A., Texas A&M Kingsville 2006 M.S., Texas A&M Kingsville	2009 <i>Sociology</i>
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Luis Rodriguez-Abad <i>Associate Professor</i> 1960 B.A., Wheaton College 1969 Ph.D., Syracuse University	1995 <i>Sociology</i>



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2005
Anthropology

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1992 M.A., University of Louisville
1995 Ph.D., Kansas State University

1998
Criminal Justice

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

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2002 M.A., Sam Houston State University

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Noor Islam <i>Associate Professor</i> 1987 M.A., Technical University of Berlin, Germany 1989 M.A., 1994 Ph.D., Oklahoma State University	1994 <i>English</i>
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1990 Ph. D., Humboldt University, Berlin, Germany

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1976 M.A., Temple University
1980 Ph.D, The University of Texas in Austin

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1978 M.A., State University of New York-Binghamton
1975 D.A., University of North Dakota

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1990 M.A., Hardin-Simmons University
1994 Ph.D., Texas Tech University

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1991, M.A., University of North Carolina
1997 M.A., 2003 Ph.D., Indiana University

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 1991 M.B.A., University of Texas at San Antonio
 1999 Ph.D., University of Texas-Pan American

1997*International Business/Economics***Pablo Rhi-Perez***Associate Professor*

1968 J.D., Universidad de Nuevo Leon, Mexico
 1969 Diploma, Economic Planning, United Nations (CEPAL)
 1970 M.B.A., Instituto Tecnológico de Estudios Superiores de Monterrey
 1989 Ph.D., University of Texas at Austin

1995*Marketing***Mary Jane Saucedo***Associate Professor*

1981 B.B.A., 1989 M.B.A., Pan American University
 1987 C.P.A., State of Texas
 1994 M.A.C.C., Texas A&M University-Corpus Christi
 2001 Ph.D., Texas A&M University

1992*Accounting***Anil Singh***Assistant Professor*

1993 B.S., Goa University, India
 1997 M.S., Goa University, India
 2001 M.B.A., The University of Texas, Arlington
 2006 Ph.D., The University of Texas, Arlington

2006*Management Information Systems***Lauran Schmid***Associate Master Technical Instructor*

1981 B.B.A., The University of Texas at Austin
 1985 C.P.A., State of Texas
 1988 M.B.A. The University of Texas-Pan American

2005*Accounting***Scott Thomas***Assistant Professor*

1984 B.S., University of New Brunswick
 1987 M.E., University of New Brunswick
 1994 B.A., in Education Holland College

2008*Entrepreneurship***College of Education***Faculty****Department of Educational Psychology and Leadership Studies*****Chuey Abrego***Assistant Professor*

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

2001*Educational Leadership*

Michelle Abrego*Associate Professor*

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

1991*Educational Leadership***Steven Chamberlain***Associate Professor*

1985 B.A., University of Texas at Austin
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1999 Ph.D., University of Texas at Austin

1999*Special Education***Mary Grace Curtis***Associate Professor*

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

1994*Special Education***Leticia Diaz***Associate Master Technical Instructor*

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

1984*Early Childhood Education***Georgianna Marie Duarte***Professor*

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

1994*Early Childhood Education/ Child Care and Development***Jaime H. Garcia***Associate Professor*

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

1998*Educational Psychology***James Jackson***Assistant Professor*

1989 A.A., Northeast Mississippi Community College
1997 B.M.M.E.D, University of North Alabama
2003 M.A., University of North Alabama
2009 ABD., University of Alabama

2009*Counseling & Guidance***Alma G. Leal***Professor*

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

1988*Counseling and Guidance*

Terry Overton*Professor*

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

2008*Special Education***Olivia Rivas***Professor/Chair*

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

1979*Counseling and Guidance***Ana Rodriguez-Garcia***Assistant Professor*

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

2008*Early Childhood Education***Janet Shefelbine***Assistant Professor*

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

2003*Educational Leadership***John A. Sutterby***Associate Professor*

1989 B.S., University of Texas at Austin
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2002 Ph.D., University of Texas at Austin

2001*Early Childhood Education***Andres N. Vallado***Associate Professor*

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

1992*Educational Leadership***Vejoya Viren***Assistant Professor*

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

2003*Early Childhood Education/ Child Care and Development***Yan Yang***Assistant Professor*

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

2009*Educational Psychology*

Selma Yznaga 2002
Associate Professor *Counseling and Guidance*
1987 B.S.Ed., Southwest Texas State University
1994 M.Ed., University of Texas at Brownsville
2000 Ph.D., St. Mary's University

Department of Language, Literacy, & Intercultural Studies

Kathy Bussert-Webb 2000
Associate Professor *Literacy*
1984 B.A., Indiana University
1989 M.A., Indiana University
1997 Ph.D., Indiana University

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Professor/Dean *Intercultural Studies/Research*
1969 M.A., University of Texas at Austin
1972 Ph.D., University of Nebraska

David Freeman 2005
Professor *Literacy*
1966 B.A., Dartmouth College
1967 M.A., Stanford University
1982 M.A., University of Arizona
1987 Ph.D., University of Arizona

Yvonne S. Freeman 2005
Professor *Bilingual/ESL*
1966 B.A., University of California-Santa Barbara
1967 M.A., Stanford University
1984 M.A., University of Arizona
1987 Ph.D., University of Arizona

Janet Martinez 2008
Field Based Teaching Specialist *Teacher Education*
2001 B.S., University of Texas at Brownsville
2003 M.S., University of Texas Pan American
2008 Ph.D., Walden University

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

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1979 B.S., Texas Tech University
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2007 Ph.D., University of Arizona, Tucson



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1985
Literacy

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1981
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1986 M.A., New Mexico State University
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1998
Literacy

Department of Teaching, Learning, & Innovation

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2006
Educational Technology

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1982 B.S., University of Texas Pan American
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1998
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1970 B.A., Sienna Heights College
1975 M.S., California State University
1981 Ed.D., University of San Francisco

2005
Teacher Education



<p>Roman Garcia de Alba <i>Assistant Professor</i> 2000 B.A., Texas A&M University 2006 Ph.D., Texas A&M University</p>	<p>2009 <i>Research</i></p>
<p>Robin Garrett <i>Lecturer</i> 1979 B.S., Pan American University 1983 M.Ed., University of Texas at Brownsville</p>	<p>2004 <i>Teacher Education</i></p>
<p>Laura Jewett <i>Assistant Professor</i> 1997 B.A., Oklahoma State University 2000 M.S., Oklahoma State University 2006 Ph.D., Louisiana State University</p>	<p>2009 <i>Curriculum Studies</i></p>
<p>Bobbette M. Morgan <i>Professor-Director of Doctoral Program-</i> 1972 B.S., Ferris State University 1981 M.A., Central Michigan University 1987 Ed.D., University of Southern California</p>	<p>2000 <i>Curriculum Studies</i></p>
<p>Cheng-Chang “Sam” Pan <i>Assistant Professor</i> 1995 B.Ed., National Changhua University of Education 2000 M.A., University of Central Florida 2003 Ph.D., University of Central Florida</p>	<p>2004 <i>Educational Technology</i></p>
<p>Eli Eric Peña <i>Associate Professor</i> 1972 B.S., Pan American University 1974 M.S., Pan American University 1990 Ph.D., University of Texas at Austin</p>	<p>1974 <i>Science Education</i></p>
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<p>Reynaldo Ramirez, Jr. <i>Associate Professor/Chair</i> 1973 B.S., Pan American University 1986 M.S., Pan American University 1996 Ed.D., University of Houston</p>	<p>1996 <i>Science Education</i></p>
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1996 B.A., Klaipėda, Lithuania
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2007
Research

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1973 B.A., University of San Francisco
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1996
Educational Technology

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2007
Teacher Education

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2009
Research

Child Care and Development Program

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

1984
Child Care and Development

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1988 B.A., University of North Bengal
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2003
Child Development

Health and Human Performance

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

1978
Health and Human Performance

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

2005
Health and Human Performance



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2000 B.S., The University of Texas at Brownsville

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2008*Health & Human Performance***Susan Hart***Associate Professor*

1984 B.S., Southwestern University

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2001*Health and Human Performance***Eric James***Assistant Professor*

1988 B.A., St. John Fisher College

2006 M.S., University of Houston

2009 ABD, The Pennsylvania State University

2009*Health and Human Performance***Murat Karabulut***Assistant Professor*

1997 B.S., Middle East Technical University

2004 M.S., University of Tennessee

2008 Ph.D., University of Oklahoma

2008*Health and Human Performance***Christopher M. Ledingham***Assistant Professor*

2001 B.C.H., New Mexico State University

2004 M.P.H., New Mexico State University

2006 Ph.D., Texas A&M University

2007*Community Health Education***Jack L. Loff***Assistant Professor*

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

1985*Health and Human Performance***Zelma D. Mata***Associate Professor/Chair*

1977 B.S., 1978 M.Ed., Pan American University

1993 Ed.D., University of Houston

1978*Health and Human Performance***David K. Wittenburg***Associate Professor*

1984 B.S., Angelo State University

1994 M.Ed., Texas State University

2000 Ph.D., Texas A&M University

2005*Health and Human Performance/Exercise Science*

School of Health Sciences

Faculty

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Assistant Master Technical Instructor
1987 A.A.S., Texas Southmost College
2003, B.A.T., The University of Texas at Brownsville

2005
Respiratory Therapy

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2000
Emergency Medical Science

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2007
Diagnostic Medical Sonography

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1997 M.S., Midwestern State University

2003
Diagnostic Medical Sonography

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2006 B.A.T., University of Texas at Brownsville

2005
Emergency Medical Science

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2008 A.A.S., University of Texas at Brownsville

2008
Emergency Medical Science

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Associate Master Technical Instructor
1988 B.A.A.S., Pan American University

1975
Radiologic Technology

Constance Hayes

Assistant Master Technical Instructor
1976 B.S.N., Indiana University
1993 M.S.N., The University of Texas Health Science Center at San Antonio
1995 F.N.P., Texas A&M University-Corpus Christi

2003
Bachelor of Applied Technology

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Assistant Master Technical Instructor
2004 A.A.S., Texas State Technical College, Harlingen

2007
Emergency Medical Science

Joe Lavios

Assistant Master Technical Instructor
1985 A.A.S., Texas Southmost College
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2008
Respiratory Therapy



Ana Linville <i>Assistant Master Technical Instructor</i> 1975 A.A.S., Laredo Junior College 1992 B.A.A.S., The University of Texas at Brownsville 2007 M.Ed., The University of Texas at Brownsville	2002 <i>Medical Laboratory Technology</i>
John L. McCabe <i>Associate Professor</i> 1979 B.S., 1981 M.A., 1987 Ph.D., University of Iowa	1991 <i>Bachelor of Applied Technology/Respiratory Therapy</i>
Kim Morris-Garcia <i>Associate Master Technical Instructor</i> 1996 B.S., Southwest Texas State University 2003 M.Ed., The University of Texas at Brownsville	1996 <i>Bachelor of Applied Technology/Respiratory Therapy</i>
Eldon L. Nelson 1964 B.S., B.A., 1971 M.A., East Carolina University 1974 Ph.D., University of Florida	2000
Grant Olbeter <i>Assistant Master Technical Instructor</i> 2002 B.S., Virginia Tech University	2003 <i>SHS Core Curriculum Studies</i>
Eusebio Ortiz <i>Associate Master Technical Instructor</i> 1960 ARRT, 1991 A.A.S., Texas Southmost College 1994 B.A.A.S., 1997 M.Ed., The University of Texas at Brownsville	1993 <i>Radiologic Technology</i>
Lorenzo R. Pelly <i>Co-Medical Director</i> 1974 B.A., Washington University 1979 M.D., University Autonoma Estado de Monterrey	<i>Respiratory Therapy/Emergency Medical Science</i>
Mahandran Rajasuriar <i>Assistant Master Technical Instructor</i> 1987 A.A.S., Texas Southmost College 1996 B.S., Texas A&M University-Corpus Christi 2000 M.Ed., The University of Texas at Brownsville	1996 <i>Core Curriculum Studies</i>
Consuelo Villalon <i>Assistant Master Technical Instructor</i> 1983 Q.F.B, Universidad Autonoma de Tamaulipas, Reynosa 1988 B.S., Credential Evaluation Services 2006 M.P.H., University of Texas Health Science Center at Houston	2007 <i>Medical Laboratory Technology</i>
Ariel Villanueva <i>Assistant Master Technical Instructor</i> 1984 M.D., Universidad Valle del Bravo, Reynosa, Tamps. 2000 A.A.S., 2004 A.A.S., The University of Texas at Brownsville	2004 <i>Diagnostic Medical Sonography</i>



Nursing Department

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Instructor

1981 B.B.A., The University of Texas at Brownsville
1996 A.D.N., The University of Texas at Brownsville
2006 M.S.N., University of Phoenix

2006

Associate Degree Nursing

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Assistant Professor

1986 B.S.N., Texas Tech Health Science Center
1992 M.S.N., University of Alabama at Birmingham
2006 Ph.D., University of Texas Health Science Center San Antonio

2005

Bachelor of Science in Nursing

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Assistant Master Technical Instructor

1998 Certificate, The University of Texas at Brownsville
2000 A.A.S., South Texas Community College
2003 B.S.N., 2005 M.S.N., The University of Texas at Brownsville

2003

Vocational Nursing

Margie Chavez

Associate Professor

1993 B.S.N., 1993 M.S.N., University of Texas Health Science Center at San Antonio
1999 Ed.D., NOVA Southeastern

1994

Master of Science in Nursing

Betty Chong-Menard

Lecturer

1987 A.A.S., Texas Southmost College
1990 A.A.S., The of Texas at Brownsville
2003 B.A.T., The University of Texas at Brownsville
2007 M.Ed., The University of Texas at Brownsville

2000

Vocational Nursing

Sonia Cunningham

Associate Professor

1974 B.S.N., Herbert Lehman College
1992 M.S., Corpus Christi State University

1993

Associate Degree Nursing

Helene M. Dixon

Assistant Master Technical Instructor

1982 B.S., Cornell University
1987 Nursing Diploma, Sisters of Charity Hospital
1990 B.S.N., 1991 M.S.N., State University of New York-Buffalo

2004

Associate Degree Nursing

Katherine B. Dougherty

Associate Professor

1957 B.S.N., College of Mount St. Vincent
1978 M.S., University of Scranton
1993 M.S.N., University of Texas Health Science Center at San Antonio
1995 Ed.D., University of Houston

1993

Bachelor of Science in Nursing



Suzanne V. Dougherty <i>Assistant Master Technical Instructor</i> 1984 B.S., Pan American University 1994 B.S.N, University of Texas-Pan American 2002 M.S.P.H.N., University of Texas at Brownsville	2002 <i>Associate Degree Nursing</i>
Sharon Ellis Lecturer 1982 A.D.N., Western Memorial Hospital School of Nursing	2006 Vocational Nursing
Elizabeth Freeth <i>Associate Master Technical Instructor</i> 1974 B.S.N, Trenton State College 1998 M.S.N., University of Texas Health Science Center at San Antonio	1998 <i>Associate Degree Nursing</i>
Karen Fuss-Sommer <i>Associate Master Technical Instructor</i> 1981 Diploma, Ryerson Polytec Institute at Toronto 1997 B.Ed., Texas A&M University-Corpus Christi	1995 <i>Vocational Nursing</i>
Dianna Garcia-Smith <i>Assistant Professor</i> 1973 B.S., Houston Baptist University (Nursing) 1983 M.S., Arizona State University 2007 Ph.D., University of Arizona	2008 <i>Nursing Department</i>
Edna Garza-Escobedo Senior Lecturer Bachelor of Science in Nursing 1961 B.S.N., Texas Woman's University 1973 M.S.N., Texas Woman's University 1993 Ph.D., Ohio State University	2005
Sharon Helsley-McGinley <i>Assistant Professor</i> 1989 B.S.N., The University of Texas at Arlington 1992 M.S.N., University of Texas Health Science Center at Houston	1993 <i>Associate Degree Nursing</i>
Ofelia Hess <i>Technical Instructor</i> 1970 Certificate, Texas Southmost College 1989 A.A.S., Texas Southmost College 2007 B.S.N., The University of Texas at Brownsville	2001 <i>Vocational Nursing</i>
Antonio Jayoma <i>Assistant Master Technical Instructor</i> 1987 B.S.N., University of Santo Tomas (UST), College of Nursing 2003 M.S.P.H.N, The University of Texas at Brownsville 2006 M.B.A., The University of Texas at Brownsville	2008 <i>Associate Degree Nursing</i>



Joe R. Lacher <i>Associate Professor</i> 1965 L.P.N., State School of Science 1970 A.D.N., Dickinson State, North Dakota 1984 B.S.N., Pan American University 1988 M.S.N., Corpus Christi State University	1988 <i>Associate Degree Nursing</i>
Linda MacDonald <i>Assistant Professor</i> 1973 A.D.N., Illinois Central College 1978 B.A.N., Sangamon State University 1985 M.S., Northern Illinois University	1996 <i>Associate Degree Nursing</i>
Virginia Maldonado-Maxwell <i>Associate Master Technical Instructor</i> 1979 B.S.N., The University of Texas at El Paso	1997 <i>Vocational Nursing</i>
Ava S. Miller <i>Professor</i> 1967 Diploma, Providence Hospital School of Nursing 1973 B.A., Oakland University 1984 M.Ed., Pan American University 1995 M.N., University of Phoenix 1997 Ed.D., University of Houston	1995 <i>Bachelor of Science in Nursing</i>
Nora Montalvo-Liendo <i>Assistant Professor</i> 1993 A.D.N., 2001 B.S.N., 2003 M.S.P.H.N., The University of Texas at Brownsville	1999 <i>Associate Degree Nursing</i>
Dania Ochoa <i>Assistant Professor</i> 1997 A.A.S., 2002 B.S.N., 2005 M.S.N., The University of Texas at Brownsville	2005 <i>Associate Degree Nursing</i>
Anne Rentfro <i>Associate Professor</i> 1974 B.S.N., University of Rochester 1982 M.S.N., The University of Texas at Austin	1990 <i>Bachelor of Science in Nursing</i>
Sally Roach <i>Associate Professor</i> 1979 A.A.S., 1986 B.S.N., Pan American University 1993 M.S.N., University of Texas Health Science Center at San Antonio	1990 <i>Bachelor of Science in Nursing</i>
Lita Silva <i>Assistant Master Technical Instructor</i> 1977 B.S.N., Incarnate Word College 1996 M.S.N., The University of Texas-Pan American	2008 <i>Associate Degree Nursing</i>
Kathleen Sheldon <i>Assistant Master Technical Instructor</i> 1969 Diploma in Nursing, Charity Hospital School Nursing 1973 B.S.N., Louisiana State University of New Orleans 1974 M.S.N., The University of Colorado, School of Nursing	2007 <i>Associate Degree Nursing</i>



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1983 L.V.N., Texas Southmost College
1986 A.D.N., New Mexico Highlands University
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2008 M.S.N., The University of Texas at Brownsville

Norma Silva 2002
Technical Instructor
1964 L.V.N., J.T. Canales School of Vocational Nursing
1972 A.D.N., 1985 B.S.N., Pan American University
2004 M.S.N., University of Phoenix

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Associate Professor
1956 Nursing Diploma, St. Mary's School of Nursing, Galveston
1968 B.S.N., Incarnate Word College
1973 M.S.N., University of Texas at System School of Nursing at San Antonio
1985 Ph.D., The University of Texas at Austin

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Technical Instructor
1974 A.A.S., Waubensee Community College
1997 B.S.N., The University of Texas at Brownsville

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1975 A.D.N., Methodist Medical Center School of Nursing
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College of Applied Technology and General Studies

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Department of Developmental Studies

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1993 B.A., University of Houston
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1997 B.S., The University of Texas at Brownsville

2001 M.S., Texas A&M University-Kingsville

2000*Developmental Mathematics***Stanley S. Snelson***Lecturer*

1991 B.A., The University of Texas at Austin

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2008*Developmental Reading****Applied Business Technology Department*****Janna B. Arney***Associate Professor*

1987 A.A.S., Texas Southmost College

1991 A.S., Columbus State Community College

1992 B.B.A., Ohio University

1993 M.S., Marshall University

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2002*Applied Business***Karen Betancourt***Assistant Master Technical Instructor*

1991 B.A., The University of Texas at Austin

1994 J.D., University of Houston, Law Center

2006*Legal Studies***Beatriz Castillo***Associate Master Technical Instructor*

1976 A.A., Texas Southmost College

1980 B.B.A., 1984 M.Ed., Pan American University

1984*Applied Business***Pat Celaya***Assistant Master Technical Instructor*

1986 B.B.A., The University of Texas-Pan American at Brownsville

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2002*Accounting Technology***Paula Garcia***Senior Lecturer/Co-Op Coordinator*

1998 B.B.A., The University of Texas at Brownsville

2005*International Business*

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Professor
1974 A.A., Texas Southmost College
1977 B.S., 1980 M.B.A., Texas Woman's University
1986 M.S., Corpus Christi State University
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1994 B.S., Fairmont State College
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1981
CAD/Drafting Technology

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2006 A.A.S, Texas Southmost College

2003
Construction Technology

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1983, Specialized Vocational Training

1980
Automotive Repair Technology

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2000
Auto Body Repair Technology

Applied Technologies

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Master Technical Instructor
1981 B.S., Pan American University
1995 M.S., Texas A&M University-Corpus Christi

1988
Bachelor of Applied Technology-HST

Maria Elena Valdes-Corbeil, Ed.D.
Associate Professor
1992 B.A., Florida International University
1999 M.Ed., The University of Texas at Brownsville
2005 Ed.D., University of Houston

2007

Military Science

Lt. Col. Maricela Alvarado
Director

2008
Military Science

Capt. Roberto Guenaga
Assistant Professor

2008
Military Science

Sgt. 1st Class Pedro Constance
Instructor

2008
Military Science



Librarians

Douglas M. Ferrier, M.L.S., Dean of Instructional Support

Mabel Hockaday, M.L.S., Public Services

Hilary V. Frazier

Librarian

B.S., University of New Mexico

M.L.I.S., University of Texas at Austin

J.D., University of Oregon School of Law

John Hawthorne

Librarian/University Archivist

B.A., M.L.I.S., University of Texas at Austin

Bashir Ali Khan Tiwana

Librarian

B.A., University of Punjab, Lahore, Pakistan

Advanced Arabic Language Certificate: Imam Muhammad Ibn Saud Islamic University

M.A., University of New South Wales, Sydney

Diploma, University of New South Wales, Sydney

M.A., University of Karachi, Karachi Pakistan

Diploma, University of the Punjab, Lahore, Pakistan

Mark Williams

Librarian

B.A., Wichita State University

M.L.I.S., University of Texas at Austin

Jingshan Xiao

Librarian

B.A., Hebei University of Economics and Business P.R. China

M.A., Emporia State University

M.L.I.S., Central Missouri State University

Librarians (M.L.I.S.)

Joel H. Chirinos (M.L.I.S., University of North Texas)

Justin T. Lawrence (M.L.I.S., University of North Texas)

Ezequiel Melgoza (M.L.I.S., University of North Texas)

Annabel Trevino (M.L.I.S., University of North Texas)

Samantha I. Wheat (M.L.I.S., Texas Woman's University)

Librarians in Training (M.L.I.S)

Raquel Estrada (M.L.I.S., Anticipated Graduation Summer 2009, University of North Texas)

Liliana Galindo (M.L.I.S., Anticipated Graduation Summer 2009, University of North Texas)



Student Success Center

Beatriz Becerra-Barckholtz, Director

Thelma Gonzalez-Sullivan, Assistant Director

B.S., Universidad de Monterrey

M.Ed., University of Houston

Robert Phaneuf

Counselor

B.A., University of Northern Colorado

M.Div., Golden Gate Baptist Theological Seminary

Frank Coulson

Counselor

B.A., University of Northern Colorado

M.Ed., University of Texas at Brownsville

M.Div., Trinity Evangelical Divinity School



PROGRAMS OF STUDY AND COURSE LISTINGS

The Undergraduate Programs of Study can be found online at www.utb.edu/vpaa/ucatalog/09-10/



Governance

The University of Texas System Board of Regents

Regent, Hometown	Term Expires
James R. Huffines, Vice Chairman, Austin	2015
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Colleen McHugh, Dallas	2011
R. Steven “Steve” Hicks, Austin	2011
James D. Dannebaum, Houston	2013
Paul Foster, El Paso	2013
Printice L. Gary, Dallas	2013
Wm. Eugene “Gene” Powell, San Antonio	2015
Robert L. Stillwell, Houston	2015
Benjamin L. Dower, Student Regent, Austin	2009
Francie A. Frederick, General Counsel to the Board of Regents	

Texas Southmost College Board of Trustees

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Rene Torres	2014

Administrative Officers

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Juliet V. García

B.A., M.A., University of Houston

Ph.D., The University of Texas at Austin

Interim Provost and Vice President for External Affairs

Antonio N. Zavaleta

A.A., Texas Southmost College

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



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M.D., Ph.D., Universidad de la República Oriental del Uruguay

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C.P.A., State of Texas

David Pearson

Vice President for Administration and Partnership Affairs

B.A., University of Massachusetts

M.A., Ph.D., Yale University

Ruth Ann Ragland

Vice President for Institutional Advancement

B.A., University of Arkansas

M.A., University of New Mexico

Ph.D., University of North Texas

Hilda Silva

Vice President for Student Affairs

B.S., M.Ed., Pan American University

Ed.D., University of Houston

Steve Chen

Chief Information Officer

B.A., Fujian Teachers University, China

M.S., Ph.D., The University of Illinois at Urbana-Champaign

Certificate, Discovering Leadership, Cornell University

College and School Deans

Dr. Mikhail M. Bouniaev

Dean, College of Science, Mathematics & Technology

Ph.D. in Mathematics from Moscow Institute of Electrical Engineering, U.S.S.R.

M.S. in Mathematics from Moscow Pedagogical State Institute, U.S.S.R.

Daniel Heimmerman

Dean, College of Liberal Arts

B.A., University of Wisconsin-Oshkosh

M.A., Ph.D., Marquette University



Peter G. Gawenda

Interim Dean, College of Applied Technology and General Studies
Certificate Interpreter (II) FRG
B.S., University of Maryland
M.S., Troy State University
Diploma, Fuehrungsakademie, Hamburg
Ed.D., University of Houston

Miguel Escotet

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M.A., University of Texas at Austin
Ph.D., University of Nebraska, Lincoln

Eldon L. Nelson

Dean, School of Health Sciences
M.A., B.S., B.A., East Carolina University
Ph.D., College of Medicine, University of Florida

H. Martin Shane

Dean, School of Business
B.S., M.B.A., Northern Illinois University
Ph.D., University of Iowa

Other Deans**Douglas Ferrier**

Dean of Instructional Support
B.A., The University of Texas at Austin
M.A., The University of Texas at Arlington
M.L.S., University of North Texas

Mari Fuentes-Martin

Associate Vice President for Student Affairs and Dean of Students
B.A., M.S., Notre Dame University
Ed.D., Texas A&M University-Corpus Christi

James Holt

Dean, Workforce Training and Continuing Education
B.A., University of Missouri
M.B.A., Southern Illinois University
MSSCT, 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



AIDS, HIV and Hepatitis B Infection

UTB/TSC recognizes Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) as serious public health threats and is committed to encouraging an informed and educated response to issues and questions concerning AIDS, HIV and HBV. In furtherance of its commitment, UTB/TSC has adopted a policy and procedural steps to protect the rights and well-being of those students, employees and patients who may be infected with HIV or HBV and to prevent the spread of infection. No individual with HIV or HBV infection will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Students with HIV or HBV infection may attend all classes without restriction, as long as they are physically and mentally able to participate and perform assigned work and pose no health risks to others. All information regarding the medical status of UTB/TSC faculty, staff and students is confidential. A complete copy of the AIDS, HIV and Hepatitis B Infection policy may be found in the Handbook of Operating Procedures available in the dean's office of each school, college and division, the library, most UTB/TSC departments and online at www.utbtsc.edu/hoop/files/s3-2.pdf. This policy applies to all students of UTB/TSC as they pursue their academic and clinical endeavors. Several brochures are available to all students on request by calling Student Health Services at (956) 882-8951.

Bacterial Meningitis

Bacterial Meningitis is a serious, contagious, potentially deadly disease that can progress extremely quickly, so extreme caution is important. Meningitis involves an inflammation of the membranes and cerebrospinal fluid that surround the brain and spinal cord, and it is usually spread by infection. The bacteria that cause meningitis can also infect the blood. In the past, most meningitis cases occurred in children younger than 5 years old. But as a result of the protection offered by current childhood vaccines, most meningitis cases now occur in young people between the ages of 15 and 24. Older adults also tend to have a higher incidence of meningitis than do 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. If you suspect that you or someone in your family has signs or symptoms of meningitis, seek medical care immediately.

How can I find more information?

Contact your own health care provider.

Contact your Student Health Center at (956) 882-8951 or (956) 882-3896

Contact your local or regional Texas Department of Health office at (800) 837-6768 Contact website: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org; http://blue.utb.edu/admissions/admiss_meningitis.htm.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S. §1232g and the Texas Public Information Act, Texas Government Code §552.001 et. seq., are, respectively, a federal and state law that provide for the review and disclosure of student educational records. In accordance with these laws, the University has adopted the following



policy. Individuals are informed of their rights under these laws through this policy, which is included in the University Handbook of Operating Procedures (HOOP) and catalog. The catalog will be made available for inspection through the vice president for Student Affairs Office and HOOPs are available in the library and most administrative offices.

UTB/TSC 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/TSC 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 was obtained
- to the parents of a dependent student as defined in §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 people
- to an alleged victim of any crime of violence, the results of the alleged perpetrator's disciplinary proceeding may be released

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

A record of requests for disclosure and such disclosure of personally identifiable information from student education records shall be maintained by the Corporate Compliance 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.

Directory Information

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

- name, address, telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- most recent previous educational institutions attended
- classification



- degrees and awards received
- date of graduation
- physical factors (height and weight) of athletes
- e-mail addresses
- photographs

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

Access to Files

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

A list of education records and those officials responsible for the records shall be maintained at the Corporate Compliance Office. They include:

Academic Records

- Office of Admissions: Director of Admissions
- Office of the Registrar: Registrar
- Department and Faculty Offices

Student Service Records

- Counseling Office: Director of Counseling
- Student Activities Office: Director of Student Activities
- Student Affairs: Vice President for Student Affairs
- Testing: Director of Testing

Financial Records

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

Educational records do not include:

- financial records of the student's parent or guardian
- confidential letters of recommendation which were placed in the educational records of a student prior to Jan. 1, 1975
- records of instructional, administrative and educational personnel which are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for maker



- records of law enforcement units
- employment records related exclusively to an individual's employment capacity
- medical and psychological records
- theses or research papers
- records that contain only information about an individual after the individual is no longer a student at the institution

Notwithstanding these provisions, research papers and theses authored by a student will be available to interested members of the public.

Challenge to Record

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

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

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

The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements, setting forth any reasons for disagreeing with the decision of the hearing officer, or both.

The statements will be placed in the education records, maintained as part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the act may request in writing, assistance from the President of the institution.

Change of Address and Change of Name

Students are responsible for providing accurate and current mailing address information and legal name changes to the Graduate Office and the Office of Admissions.

Complaints

Complaints regarding alleged failures to comply with the provisions of the FERPA may be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202- 4605.

Copies

Students may have copies of their educational records and this policy. These copies will be made at the student's expense at rates authorized in the Texas Open Records Act, except that official transcripts will be \$5. Official copies of academic records or transcripts



will not be released to students who have an outstanding institutional debt or institutional holds on academic records at UTB/TSC. Institutional holds may be placed on student records if the student is not in compliance with federal financial aid requirements or other institutional policies.

Hazing Policy

Hazing in state educational institutions is prohibited by both state law (§5 1.936 and 37.151 et seq., Texas Education Code) and by the Board of Regents' Rules and Regulations, Series 50101. 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:

1. engages in hazing
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing
3. recklessly permits hazing to occur
4. 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

The term "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 which 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 does testify 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 may 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 which results and include monetary fines and, depending on severity and consequences, confinement in state prison or county jail.

Immunization Requirements

The following immunizations are required for all students enrolled in health related courses which will involve direct patient contact or 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/diphtheria: proof of one “booster” dose of tetanus/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.

Certain exemptions are allowed from immunization requirement; students should contact the Office of the Vice President for Student Affairs for information. Inquiries concerning supplemental immunization requirements should be directed to Student Health Services.

Illicit Drug Use and Alcohol Abuse Program and Policy

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Board of Regents' Rules and Regulations, Series 50101 provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law. This includes those laws prohibiting the use, possession, or distribution of drugs and alcohol. UTB/TSC will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Information is distributed to each student annually concerning standards of conduct prohibiting unlawful possession, use, or distribution of illicit drugs and alcohol, health risks associated with their use and abuse, institutional penalties, state and federal criminal penalties and counseling and rehabilitation programs available in the area. Additional information is also available in the Student Health Services Office.



Sexual Harassment Policy

UTB/TSC is committed to provide a professional working and learning environment free from sexual harassment. Sexual harassment has been declared a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Civil Rights Act of 1972 and the Texas Commission on Human Rights Act. UTB/TSC maintains a strict policy prohibiting unlawful harassment of any kind including sexual harassment. Any person who engages in such conduct will be subject to disciplinary action, including termination.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, verbal or written comments, or physical conduct of a sexual nature may constitute sexual harassment when such conduct:

- is made, either explicitly or implicitly, a term or condition of instruction, employment, participation in a university activity; or
- is used to be a basis for evaluation in making academic or personnel decisions affecting an individual; or
- 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, faculty and students of UTB/TSC.

All sexual harassment complaints must be filed with the Office of the Vice President for Business Affairs, located in Tandy Hall 109. Procedures for filing complaints are found in the Handbook of Operating Procedures, §3.3, Page 2 of 6.

Consensual Relationships

UTB/TSC's policy regarding consensual relationships that result in Sexual Harassment is found in the HOOP, §3.5, which prohibits such relationships between faculty or staff members in positions of authority with their subordinates or their students.

Complaints regarding inappropriate consensual relationships that contain elements of sexual harassment must be reported to the EEO Officer. Complaints regarding consensual relationships not resulting in sexual harassment involving students must be reported to the vice president for Student Affairs.

Sexual Offense

UTB/TSC's policy regarding sexual offenses is found in the HOOP, §3.6, Page 1 of 5. This section applies to complaints of sexual assault by any member of the UTB/TSC community against any other member, including students, staff members and faculty. 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 and Guidance Center.



Solicitation Policy

University facilities are not open for general public use. Board of Regents' Rules and Regulations, Series 80103 states that no solicitation shall be conducted on the grounds, sidewalks, or streets of the UTB/TSC campus, except by the agents, servants, or employees of this institution acting in the course and scope of their employment, or by the Student Government Association, or by a registered student, faculty, or staff organization of UTB/TSC. 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.
- The free and unimpeded flow of pedestrian or vehicular traffic on sidewalks and streets and at places of ingress and egress to and from campus buildings shall not be interrupted.
- The person(s) 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 delegate. Any request for other newspapers or additional distribution areas should be directed in writing to the vice president for Business Affairs. Prior authorization to conduct solicitations or distribution of materials on campus by registered student organizations or by registered faculty or staff organizations must be obtained through the Office of the Vice President for Student Affairs (student organizations) or through the Office of the Vice President for Business Affairs (faculty or staff organizations).

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 (the Act), 20 USC §§ 1092(a), (e) and (f), as amended, the university collects specified information on campus crime statistics, campus security policies and institutional completion or graduation rates. Pursuant to the federal law, alleged victims of violent crime are entitled to know 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 non-criminal matters) that occurs on campus and involves an immediate threat to the health/safety of students, faculty or staff, unless such an immediate warning would compromise efforts to contain the emergency.

Every September, UTB/TSC will publish and distribute an annual report of campus security policies and crime statistics to all current students and employees; provide copies of the report to applicants for enrollment or employment upon request; and submit a copy of the report to the Secretary of Education. This report will reference crimes which occur on campus, unobstructed public areas immediately adjacent to or running through campus and certain non-campus facilities when such statistics are available from local police departments. 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.

The university will annually calculate and disclose institutional completion or graduation rates for undergraduate students to all prospective and current students.

UTB/TSC will also publish an annual security report, which includes its policy regarding sex-related offenses, sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders and counseling and student affairs for victims.



Before offering athletically-related student aid to a potential student athlete, the university will provide certain information on graduation rates specified by the act to the prospective student and to the student's parents, guidance counselor and coach.

Student Criminal Background Checks

Recognizing a sound character is vital to health care professions, UTB/TSC may require that applicants or students admitted to clinical degree programs undergo criminal background checks. Applicants or students shall conform to the specific policy and procedure adopted by each specific program/school to which the students apply or are admitted. The College of Education, for instance, requires criminal background checks for admission into the Teacher Education and the Alternative Certification Programs. Specific areas that require background checks are programs of study that require the completion of field experience requirements or field based activities completed in public school classrooms. Any student who is required to submit to a criminal background check and refuses to submit or does not pass the background check may be dismissed from the program/school.

Student Travel Policy

Student travel procedures apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities for student organizations. The procedures are considered to be the minimum standards; departments may mandate additional procedures.

Failure to comply with these requirements may result in the suspension of student travel for the student organization responsible for arranging the trip.

Travel Requirements and Planning

A designated university representative must accompany each student travel group when university funds are used to sponsor the trip. In the event that an advisor cannot attend the function with the student group, another university staff and/or faculty member may attend in the place of the advisor. A travel itinerary and a passenger list shall be filed with the Office of Student Activities. Copies of these forms will then be submitted to Campus Police and the Dean of Students Office. For the complete Travel Policy, see the section entitled "Student Travel" at www.utb.edu/ba/hoop/Policy/6-5-2.pdf.

