The University of Texas
Rio Grande Valley

College of Education
& P-16 Integration

The University of Texas Rio Grande Valley

Graduate Programs in The College of Education and P16 Integration

Department of Bilingual and Literacy Studies
Department of Counseling
Department of Human Development and School Services
Department of Organization and School Leadership
Department of Teaching and Learning

2024-2025 Student Handbook

The University of Texas
Rio Grande Valley

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RioGrandeValley
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Academic Calendars (Year 2024-2025)
https://www.utrgv.edu/academics/general-acad-calendar/index.htm

2: Departments & Program of Study

Department of Bilingual and Literacy Studies – Interim Chair - Dr. Sandra Musanti

- Bilingual Education –
  Master of Education (MEd) in Bilingual Education – Dr. Kip Austin Hinton
  Secondary Bilingual Education Certificate Coordinator – Dr. Janine Schall

- Reading and Literacy
  Master of Education (MEd) in Reading and Literacy – Coordinator - Dr. Isela Almaguer
  Reading Specialist Certification – Dr. Isela Almaguer

Department of Counseling – Chair – Dr. Javier Cavazos
- Counseling – Coordinator – Dr. Veronica Castro
- Primary Care Behavioral Health Certificate – Dr. Selma Yznaga
- Clinical Mental Health – Coordinator – Dr. Sharon Mata

Department of Human Development & School Services – Chair - Dr. Steve Chamberlain
- Special Education – Coordinator – Dr. John Lowdermilk
- School Psychology – Coordinator - Dr. Nancy Razo
- Early Childhood – Coordinator - Dr. Hilda Medrano
- Educational Diagnostician (Certification) – Coordinator – Dr. Nora Nevarez

Department of Organization and School Leadership – Interim Chair – Dr. Jesus Abrego
- Educational Leadership – Coordinator – Dr. Jesus Abrego
- Higher Education Administration – Coordinator – Dr. Fred Guerra
- Superintendent Coordinator – Coordinator – Dr. Jesus Abrego
- Doctoral Program – Coordinator - Dr. Marie Simonnson

Department of Teaching and Learning – Chair Dr. Jim Jupp
- Curriculum and Instruction – Coordinator – Dr. Jair Aguilar
  - Elementary Math and Science Education
  - English
  - Mathematics Education
- Educational Technology – Coordinator – Dr. Joseph Rene Corbeil
- E-Learning Certificate (AOP) - Coordinator – Dr. Rene Corbeil
- Online Instructional Designer Certificate (AOP) - Coordinator – Dr. Rene Corbeil
- Technology Leadership Certificate in Ed. (AOP) - Coordinator – Dr. Rene Corbeil
- Doctoral Program – Coordinator - Dr. Laura Jewitt

3: Graduate Policies

1. Information on Registration and Enrollment Policies
a. Degree Program Duration Limits
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/ucentral/_files/documents/fin-aid/utrgv-sap-policy.pdf

b. Guarantee Tuition
https://www.utrgv.edu/ucentral/paying-for-college/guaranteed-tuition-and-q-and-a/index.htm

d. Learn Your Academic Policies
https://www.utrgv.edu/advising/one-stop-shop/learn-your-academic-policies/index.htm

  i. Academic Standing Policy
  ii. Course Drop Policy
  iii. Course Repeat Policies
  iv. Excess Credit Hour Policy

2. U Central
https://www.utrgv.edu/ucentral/registration/dropping-withdrawing/index.htm

i. Course Dropping/Withdrawing
https://www.utrgv.edu/ucentral/registration/dropping-withdrawing/index.htm

ii. Course Registration

https://www.utrgv.edu/graduate-information/how-to-register-for-classes/index.htm

iii. Student Course Evaluations
https://www.utrgv.edu/academicaffairs/faculty-resources/courses/student-course-evaluation/index.htm
iv. Catalogs
https://www.utrgv.edu/academics/catalogs/

v. Student Absences
https://www.utrgv.edu/studentlife/resources/faculty-staff/student-absences/index.htm

4: Student Academic Requests

1. **Appeal Process for Appeals**
   https://www.utrgv.edu/ucentral/appeals/

2. **Apply for Graduation**
   https://www.utrgv.edu/commencement/graduation/apply-for-graduation/index.htm

3. **Leaves of Absence Request for Master's Students**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/graduate/_files/documents/leave_of_absence_request_masters.pdf

4. **Reinstatement (Submittable) for Ed.D., Master's and Certification Students**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/graduate/_files/documents/appeal-for-reinstatement-instructions.pdf

5: Tuition and Fees

https://www.utrgv.edu/ucentral/paying-for-college/tuition-fees/index.htm

a. **Fall to Summer Rates**
b. **Accelerated Online Programs**
c. **Child Development Center Rates**
d. **Continuing Education Fees**
e. **Housing Rates**
f. **Meal Plans**
g. **Parking permits**

   h. Parking & Traffic Violation
   i. Incendtal and Other Fees

6: Financial Aid

https://www.utrgv.edu/cost-and-aid/financial-aid/index.htm

a. Types of Aid
b. Completing the FAFSA
c. Satisfactory Academic Process
https://www.utrgv.edu/ucentral/paying-for-college/financial-aid/satisfactory-academic-progress/index.htm

d. Payments and Refund Tuition
https://www.utrgv.edu/treasury-student-financial-systems/departments/student-accounting-services/payments-and-refunds/index.htm

e. Financial Aid Fraud

7: Student Health Insurance

https://www.utrgv.edu/health-services/more-information/student-insurance/student-insurance-faq/index.htm

8: UTRGV Grading System

https://utrgv.smartcatalogiq.com/2022-2023/student-policies/academic-policies-and-procedures/grades/graduate-grading/

a. Graduate Grade Point Average
b. Appealing a Grade
https://www.utrgv.edu/graduate/for-new-and-current-students/appealing-grade/index.htm

c. Request for Grade of Incomplete
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/math/_files/documents/reports/registration-forms/utrgv-incomplete-grade-form.pdf

9: Advisement

Purpose of Advisement

Advisement is critical to your academic journey in the Master's in Higher Education Administration program. The goal is to support you in making informed decisions about your coursework, professional development, and career goals. Advisement ensures you remain on track for timely degree completion while maximizing the program's learning opportunities.

When to Seek Advisement

- **Before Each Module:** The program coordinator will notify the students which courses will be offered. If you have questions, we recommend scheduling an advisement session before enrolling in courses for each new module. The coordinator will review your academic progress and ensure you select the appropriate courses to meet degree requirements.
- **Graduation Preparation:** If you are nearing completion of your coursework, schedule an advisement session at least two modules before you intend to graduate to ensure all requirements are fulfilled and to submit your graduation application on time.
- **Special Circumstances:** You should also seek advisement if you are considering:
  - Changing your course load (e.g., taking nine hours in a module)
  - Taking a leave of absence
  - Needing support with balancing academic and professional responsibilities
  - Understanding academic policies, such as repeating courses or academic probation

How to Schedule an Advisement Appointment

To schedule an advisement session:

Contact Information for Advisement For advisement assistance, contact the Program Coordinator:

- **Email: Federico.guerra@utrgv.edu**
- **Phone: (956) 665-3627**
- **Office Hours: Monday-Friday 8:00 AM – 5:00 PM**

What to Expect During Advisement

During your advisement session, you will:

- Review your degree audit in Degree Works and progress toward completion.
- Discuss upcoming course options and sequencing.
- Ask any questions you have about the program or your career trajectory.

Your Role in Advisement

- **Come Prepared:** Before each advisement session, review your course plan and bring any questions or concerns.
- **Be Proactive:** Advisement is a partnership. Taking an active role in planning your academic journey will lead to more effective outcomes.
- **Stay Informed:** Familiarize yourself with important dates and deadlines, including registration, withdrawal deadlines, and graduation application timelines.

10: Student Supports

1. **Program Learning Outcomes** **(Do programs have the L.O. on their websites?)**
2. **UTRGV Supports**
    a. Division of Academic Affairs
    https://www.utrgv.edu/studentsuccess/departments/index.htm

    b. Student Accessibility Services
    https://www.utrgv.edu/accessibility/procedural-guidelines/service-request-process/eligibility/index.htm#:~:text=The%20eligibility%20process%20is%20the,along%20with%20the%20request%20form.

    c. UTRGV Academic Coaching – The Learning Center
    https://www.utrgv.edu/tutoring/academic-coaching/index.htm

3. **Center for Online Learning and Teaching Technology**
    https://www.utrgv.edu/online/

4. **Student Wellness and Support**
    https://www.utrgv.edu/studentlife/departments-and-programs/student-wellness-and-support/index.htm

    Dimension of Wellness:
    a. Emotional
    b. Occupational
    c. Spiritual
    d. Environmental
    e. Intellectual
    f. Physical
    g. Social
    h. Financial

5. **Campus Police and Security**
    https://www.utrgv.edu/police/

- **Degree Works for Graduate Students:** https://www.utrgv.edu/graduate/for-new-and-current-students/degree-works/index.htm

- **Apply for Graduation:** https://www.utrgv.edu/graduate/for-new-and-current-students/graduation-information/index.htm

- **Transfer Graduation Date Form:** https://forms.office.com/r/4imJEsHfKZ

- **Online Course Substitutions:** https://enrollment.utrgv.edu/CourseSubGR

- Other questions about **services and resources:**
  https://www.utrgv.edu/graduate/for-new-and-current-students/index.htm

- **Submittal: A User Guide for Faculty / Reviewers:**
  file:///C:/Users/vre861/OneDrive%20-%20The%20University%20of%20Texas-Rio%20Grande%20Valley/Associate%20Dean%20Dec.%202023/submittable-manual-faculty-and-reviewers.pdf

11: Fitness to Lead Policies

1. **Educational Diagnostician (Certification)**
   (Under construction)

2. **Principal**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/cep/_files/documents/oepa/fitness-to-teach-policy/educational-leadership-fitness-to-lead.pdf

3. **School Psychology**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/cep/_files/documents/fitness-to-practice-school-psychology.pdf

4. **Superintendent (Certification)**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/cep/_files/documents/oepa/fitness-to-teach-policy/superintendent-fitness-to-lead.pdf

12: Criminal Background

https://www.utrgv.edu/cep/academic-programs/office-of-field-experiences/field-based-experiences/district-partner-cbc/index.htm

13: Academic Program Information

- **Doctor of Education (Ed.D.) Curriculum & Instruction Program Policies** – The Department of Teaching and Learning – https://www.utrgv.edu/cep/degrees-and-programs/graduate-programs/ci-edd/index.htm

- **Doctor of Education (Ed.D.) Educational Leadership Program Policies** – The Department of Organization and School Leadership - https://www.utrgv.edu/osl/degree-and-certification-programs/educational-leadership-edd/index.htm

- **Masters of Education (MEd) in Bilingual Education** - The Department of Bilingual and Literacy Studies – https://www.utrgv.edu/programs/med-bilingual-education.htm

- **Masters of Education (MEd) in Reading & Literacy** – The Department of Bilingual and Literacy Studies – https://www.utrgv.edu/programs/med-reading-literacy.htm#:~:text=The%20Master's%20degree%20in%20Reading,%2C%20transnational%2C%20and%20immigrant%20contexts.

- **Masters in Counseling** – The Department of Counseling - https://www.utrgv.edu/programs/med-counseling.htm

- **Masters in Special Education** – The Department of Human Development & School Services – https://www.utrgv.edu/accelerated/programs/master-of-education-in-special-education/index.htm

- **Masters in School Psychology** - The Department of Human Development & School Services - https://www.utrgv.edu/hdss/degrees-programs/graduate-programs/traditional-programs/master-of-arts-in-school-psychology/index.htm

- **Masters in Early Childhood** – The Department of Human Development & School Services – https://www.utrgv.edu/programs/med-early-childhood.htm

- **Masters in Educational Leadership** – The Department of Organization and School Leadership –

https://www.utrgv.edu/accelerated/programs/master-of-education-in-educational-leadership/index.htm

- **Masters in Higher Education Administration** - The Department of Organization and School Leadership – https://www.utrgv.edu/osl/degree-and-certification-programs/higher-education-administration-ma/index.htm

- **Masters in Teacher Leadership** - The Department of Organization and School Leadership – https://www.utrgv.edu/programs/med-teacher-leadership.htm

- **Masters in Curriculum & Instruction** - The Department of Teaching and Learning – https://www.utrgv.edu/accelerated/programs/master-of-education-in-curriculum-and-instruction-with-a-content-specialization-english/index.htm

  https://www.utrgv.edu/accelerated/programs/master-of-education-in-curriculum-and-instruction-with-a-specialization-in-elementary-math-and-science-education/index.htm

  https://www.utrgv.edu/accelerated/programs/master-of-education-in-curriculum-and-instruction-with-a-specialization-in-mathematics-education/index.htm

- **Masters in Educational Technology** – The Department of Teaching Learning – https://www.utrgv.edu/edtech/

  https://www.utrgv.edu/edtech/masters-degree/index.htm

  https://www.utrgv.edu/accelerated/programs/master-of-education-in-educational-technology/index.htm

- **Certification – Secondary Bilingual Education** – https://www.utrgv.edu/graduate/for-future-students/graduate-programs/program-requirements/secondary-bilingual-education-certificate/index.htm

- **Certification – Counseling**
        Clinical Mental Health – https://www.utrgv.edu/cg/degrees-and-specializations/clinical-mental-health-counseling-specialization/index.htm

School Counseling –
https://www.utrgv.edu/cg/degrees-and-specializations/school-counseling-specialization/index.htm

- **Certification – Superintendency** –
  https://www.utrgv.edu/osl/degree-and-certification-programs/superintendent-credential-certification/index.htm

- **Certification - E-Learning** –
  https://www.utrgv.edu/edtech/e-learning-certificate/index.htm

  https://www.utrgv.edu/accelerated/programs/e-learning-certificate-program/index.htm

- **Certification – Online Instructional Designer** –
  https://www.utrgv.edu/accelerated/programs/online-instructional-designer-certificate-program/index.htm

  https://www.utrgv.edu/edtech/online-instructional-designer-certificate/index.htm

- **Certification Technology Leadership in Education** –
  https://www.utrgv.edu/accelerated/programs/technology-leadership-in-education-certificate/index.htm#:~:text=The%209%2Dgraduate%20credit%20Technology,an%20effective%20leader%20in%20technology.

  https://www.utrgv.edu/edtech/technology-leadership-certificate/index.htm

14: Student Rights & Responsibilities

https://www.utrgv.edu/srr/

Faculty/Staff
https://www.utrgv.edu/srr/faculty-staff/index.htm

1. **Academic Dishonesty Violations** - (Example: Plagiarism)
   https://www.utrgv.edu/srr/students/academic-dishonesty/index.htm

2. **Academic Integrity Violation Sanctioning Guidelines** - chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/_files/documents/student-experience/report-it/utrgv_sanctioning_guidelines.pdf

3. **Drug-Free School Community Policy** - chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/srr/_files/documents/srr-drug-free-school-and-communities-notice.pdf

4. **Faculty referral/Disposition Form** - chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/_files/documents/student-experience/report-it/faculty-disposition-form-utrgv-draft-12-9.pdf

5. **Presentation Request Form** - https://www.utrgv.edu/srr/faculty-staff/presentation-request-form/index.htm

6. **Artificial Intelligence Use** - https://www.utrgv.edu/online/teaching-online/elearning-topics/chatgpt/index.htm

7. **Vaqueros Report It**
   https://www.utrgv.edu/student-life/report-it/index.htm

Student Resources
https://www.utrgv.edu/srr/students/student-resources/index.htm

1. **Student Conduct and Discipline**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/stu-02-100.pdf

2. **Student Conduct Process**
   chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/srr/_files/documents/studentconductprocess_flowchart.pdf

3. **How to Write an Appeal Letter**
   https://www.utrgv.edu/srr/students/student-resources/appeal-letter/index.htm

4. **How to Prepare for a Hearing**
   https://www.utrgv.edu/srr/students/student-resources/hearing-process/index.htm

5. **UTRGV Committee on Rights and Responsibilities**
   a. Conduct of hearings
   b. Sanctions
   c. Appeals and special cases

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/stu-02-100.pdf

https://www.utrgv.edu/srr/students/student-resources/hearing-process/index.htm

6. **UTRGV Policies on Harassment, Discrimination, and Bullying**
      a. UTRGV Policies on Sexual Harassment and Other Sexual Misconduct
      b. UTRGV Non-Discriminatory Policy and Anti-Bullying Policies
      c. UTRGV Non-Discrimination Policy –
chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/adm-03-100.pdf

      d. Physical Harassment
      e. Harassment that is Purely Verbal or Symbolic
      f. Bullying

      chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/adm-03-100.pdf

      https://www.utrgv.edu/srr/forms-and-policies/index.htm
      chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/compliance/_files/documents/utrgv-standards-of-conduct-guide.pdf

7. **UTRGV Policy on Consensual Romantic Relationships**

      chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/adm-03-400.pdf

      chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/compliance/_files/documents/utrgv-standards-of-conduct-guide.pdf

8. **UTRGV Policy on Physical Violence**
      a. Dating Violence
      b. Domestic Violence

      c. Sexual Assault
      d. Stalking

https://www.utrgv.edu/srr/forms-and-policies/index.htm

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/hop/policies/adm-03-100.pdf

https://www.utrgv.edu/oavp/power-based-violence/index.htm

https://www.utrgv.edu/oavp/services/advocacy-services/index.htm

9. **Alcohol and Drugs**
      a. Resources
      b. Disciplinary actions

https://www.utrgv.edu/police/crime/information/drug-and-alcohol-policy/index.htm#:~:text=Employees.-,The%20unlawful%20use%2C%20possession%2C%20or%20distribution%20of%20drugs%20or%20alcohol,termination%2C%20depending%20upon%20the%20circumstances.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.utrgv.edu/_files/documents/student-experience/student-rights-responsibilities/srr-drug-free-school-and-communities-notice.pdf

https://www.utrgv.edu/police/crime/information/area-help-centers/index.htm

10. **Hazing**

https://www.utrgv.edu/studentlife/resources/hazing/index.htm

https://www.utrgv.edu/police/crime/information/index.htm

11. **Threats**

https://www.utrgv.edu/emergencymanagement/communications/alert/index.htm

https://www.utrgv.edu/emergencymanagement/procedures/

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https://www.utrgv.edu/studentlife/resources/faculty-staff/helping-students/index.htm

15: Copyright and Publishing Policies

1. Copyright Disclosure
   a. Annual Copyright Disclosure
   b. Publishing or distributing course materials

   https://www.utrgv.edu/library/departments/scholarly-communications/copyright-guide/index.htm