Welcome to The University of Texas at El Paso. At the Academic Advising Center we provide seamless, personalized support to enhance every student’s pathway to academic and lifelong success. Within this guide you will find important information to help with your journey toward graduation.

We encourage you to contact your advisor about any questions or issues you may have as a prospective or current student at the University of Texas at El Paso. Do not hesitate to ask; it’s the only way to learn.

Remember, this is your academic journey and the Academic Advising Center is here to help you on your pathway to success!

“We’re determined to give our students the opportunity of a lifetime.” - Dr. Diana Natalicio

IMPORTANT WEBSITES & LINKS

- Undergraduate Course Catalog catalog.utep.edu
- Major Maps utep.edu/majormaps
- Degree Plans degreeplans.utep.edu
- Campus Maps maps.utep.edu
- MyUTEP my.utep.edu
- MyStatus mystatus.utep.edu

FOLLOW US

Academic Advising Center at UTEP
@UTEP_AAC
@UTEP_AAC

Last updated: May 2019
ACADEMIC POLICIES

Course Repeat Policy
If a student attempts the same course a third time, there will be an extra $100.00 fee PER CREDIT HOUR to retake the course.

Courses attempted a third time will not grade replace, UNLESS one of the previous attempts was a “W” (withdrawal).

Grade Replacement Policy
Students may grade replace freshman and sophomore level courses in which they received a ‘D’ or ‘F’ by attempting the course a second time. This policy only applies to courses that begin with a ‘1’ or ‘2’, such as HIST 1301 or PHIL 2306.

Grade replacement can only be completed with courses repeated at UTEP and only once per course.

Six-Drop Policy
- Limits students to only 6 courses withdrawals during their undergraduate career.
- Courses dropped before Census Day do not count against the 6 course drop limit.
- Seventh and subsequent course drops will be recorded with grades of “WF.” This includes student and faculty initiated drops and courses dropped at other Texas public institutions (e.g. EPCC).

CORE CURRICULUM

All undergraduates at The University of Texas at El Paso are required to complete a 42-semester credit hour core curriculum before receiving a baccalaureate degree.

“C” Rule
All courses used to satisfy the core curriculum must be completed with a grade of “C” or better. This also applies to courses transferred from another institution.

Major Specific
Students are advised to review degree requirements for their major before selecting courses to meet core curriculum requirements.

Texas Common Core
Students who transfer without completing the core curriculum at another Texas institution of higher education, but who have completed blocks within the core, shall receive credit in UTEP’s core curriculum for each of the blocks successfully (“C” or better) completed in the core curriculum of the sending institution.

STUDENT SCHEDULE BUILDING

One of the many activities that an advisor can assist a student with is building a semester schedule. Students should prepare for advising appointments, keeping in mind the following:

- Course Availability
- Core Curriculum
- Course Sequence
- Study Time
- Placement
- Healthy Habits (Wellness)
- Grade Replacement
- Reading Heavy Courses
- Work and Other Responsibilities
- Major and Minor Requirements

ACADEMIC STANDING

Eligible to Enroll
Overall GPA 2.0 or higher

Dean's List
Complete 12 hours of college level coursework and semester GPA 3.5 or higher

Academic Probation
Overall GPA falls below a 2.0

Continuing Probation
Overall GPA is below a 2.0 but semester GPA is a 2.0 or above

Academic Suspension
If probation student’s semester and overall GPA is below a 2.0

GRADE REPLACEMENT POLICY

Students may grade replace freshman and sophomore level courses in which they received a ‘D’ or ‘F’ by attempting the course a second time. This policy only applies to courses that begin with a ‘1’ or ‘2’, such as HIST 1301 or PHIL 2306.

Grade replacement can only be completed with courses repeated at UTEP and only once per course.

Six-Drop Policy
- Limits students to only 6 courses withdrawals during their undergraduate career.
- Courses dropped before Census Day do not count against the 6 course drop limit.
- Seventh and subsequent course drops will be recorded with grades of “WF.” This includes student and faculty initiated drops and courses dropped at other Texas public institutions (e.g. EPCC).

CORE CURRICULUM

All undergraduates at The University of Texas at El Paso are required to complete a 42-semester credit hour core curriculum before receiving a baccalaureate degree.

“C” Rule
All courses used to satisfy the core curriculum must be completed with a grade of “C” or better. This also applies to courses transferred from another institution.

Major Specific
Students are advised to review degree requirements for their major before selecting courses to meet core curriculum requirements.

Texas Common Core
Students who transfer without completing the core curriculum at another Texas institution of higher education, but who have completed blocks within the core, shall receive credit in UTEP’s core curriculum for each of the blocks successfully (“C” or better) completed in the core curriculum of the sending institution.

STUDENT SCHEDULE BUILDING

One of the many activities that an advisor can assist a student with is building a semester schedule. Students should prepare for advising appointments, keeping in mind the following:

- Course Availability
- Core Curriculum
- Course Sequence
- Study Time
- Placement
- Healthy Habits (Wellness)
- Grade Replacement
- Reading Heavy Courses
- Work and Other Responsibilities
- Major and Minor Requirements

ACADEMIC STANDING

Eligible to Enroll
Overall GPA 2.0 or higher

Dean's List
Complete 12 hours of college level coursework and semester GPA 3.5 or higher

Academic Probation
Overall GPA falls below a 2.0

Continuing Probation
Overall GPA is below a 2.0 but semester GPA is a 2.0 or above

Academic Suspension
If probation student’s semester and overall GPA is below a 2.0

GRADE REPLACEMENT POLICY

Students may grade replace freshman and sophomore level courses in which they received a ‘D’ or ‘F’ by attempting the course a second time. This policy only applies to courses that begin with a ‘1’ or ‘2’, such as HIST 1301 or PHIL 2306.

Grade replacement can only be completed with courses repeated at UTEP and only once per course.

Six-Drop Policy
- Limits students to only 6 courses withdrawals during their undergraduate career.
- Courses dropped before Census Day do not count against the 6 course drop limit.
- Seventh and subsequent course drops will be recorded with grades of “WF.” This includes student and faculty initiated drops and courses dropped at other Texas public institutions (e.g. EPCC).

CORE CURRICULUM

All undergraduates at The University of Texas at El Paso are required to complete a 42-semester credit hour core curriculum before receiving a baccalaureate degree.

“C” Rule
All courses used to satisfy the core curriculum must be completed with a grade of “C” or better. This also applies to courses transferred from another institution.

Major Specific
Students are advised to review degree requirements for their major before selecting courses to meet core curriculum requirements.

Texas Common Core
Students who transfer without completing the core curriculum at another Texas institution of higher education, but who have completed blocks within the core, shall receive credit in UTEP’s core curriculum for each of the blocks successfully (“C” or better) completed in the core curriculum of the sending institution.

STUDENT SCHEDULE BUILDING

One of the many activities that an advisor can assist a student with is building a semester schedule. Students should prepare for advising appointments, keeping in mind the following:

- Course Availability
- Core Curriculum
- Course Sequence
- Study Time
- Placement
- Healthy Habits (Wellness)
- Grade Replacement
- Reading Heavy Courses
- Work and Other Responsibilities
- Major and Minor Requirements

ACADEMIC POLICIES

Course Repeat Policy
If a student attempts the same course a third time, there will be an extra $100.00 fee PER CREDIT HOUR to retake the course.

Courses attempted a third time will not grade replace, UNLESS one of the previous attempts was a “W” (withdrawal).