

GRADUATE SCHOOL INFORMATION

Degree Offered and Areas of Study

For further degree information, contact the Office of Graduate Student Services, Administration Building, Room 201, or call (915) 747-5582.

Master of Accountancy

Master of Arts

- Art
- Art Education
- Studio Art
- Communication
- Education
- English
- English and American Literature
- Professional Writing and Rhetoric
- History
- Border History
- Linguistics
- Political Science
- Psychology
- Clinical
- General Experimental
- Sociology
- Spanish
- Theatre Arts

Master of Arts in Interdisciplinary Studies

Master of Arts in Teaching

- Mathematics

Master of Business Administration

Master of Education

- Education
- Educational Administration
- Educational Diagnostician
- Educational Supervision
- Guidance and Counseling
- Curriculum Specialist
- Instructional Specialist
- Reading Education
- Special Education

Master of Engineering

- Environmental Engineering

Master of Fine Arts

- Creative Writing

Master of Music

- Music Education
- Music Performance

Master in Public Administration

Master of Science

- Biological Sciences
- Chemistry
- Civil Engineering
- Computer Engineering
- Computer Science
- Economics
- Electrical Engineering
- Engineering
- Environmental Engineering
- Geological Sciences
- Geophysics
- Health and Physical Education
- Industrial Engineering
- Manufacturing Engineering
- Mathematics

- Mechanical Engineering
- Metallurgical and Materials Engineering
- Physics
- Speech-Language Pathology
- Statistics

Master of Science in Interdisciplinary Studies

Master of Science in Nursing

- Adult Health
- Community Health
- Community Health/Family Nurse, Practitioner
- Nursing Administration
- Nurse Midwifery
- Women's Health Care - Nurse Practitioner
- Parent - Child
- Psychiatric/Mental Health

Doctor of Philosophy in Computer Engineering

Doctor of Philosophy in Environmental Science and Engineering

Doctor of Philosophy in Geological Sciences

Doctor of Philosophy in Materials Sciences and Engineering

Doctor of Philosophy in Psychology

- Psychology and Health
- Human Behavior in Organizations

U.T. Austin/UTEP Co-operative Degree Programs

- Master of Library and Information Science
- Master of Science in Social Work
- Doctor of Philosophy with concentration in Border Studies

U.T.H.S.C. Houston/UTEP Co-operative Degree Program

- Master of Public Health

U.T.M.B. Galveston/UTEP Co-operative Degree Program

- Master in Physical Therapy

Additional doctoral and master's degree programs are pending final approval. For information, contact the Graduate Advisor for a specific academic area or the Graduate School.

GRADUATE ADMISSION, POLICIES AND PROCEDURES

Admission into the Graduate School

ADMISSION DATES AND FEES

Applications for admission are due no later than the following dates. Many programs have earlier deadlines; contact the Graduate Advisor for the specific programs. All applications for admission must include either (a) an application fee of \$15 for U.S. citizens and permanent residents, or (b) a \$65 processing fee for all international applicants. Neither fee is refundable.

Semester	Deadline Date
FALL	July 1
SPRING	November 1
SUMMER	April 1

Late applications will be considered after the deadline date if the student

1. is a U.S. citizen or permanent resident,
2. submits all documents required to make the initial decision for admission to the University prior to July 31 (Fall), December 31 (Spring), or May 31 (Summer), and
3. submits a non-refundable \$15 late application fee.

Applications from international students must be accompanied by a non-refundable \$65 admission processing fee (check or money order in U.S. dollars) made payable to The University of Texas at El Paso. The graduate admission process for international students is lengthy; international students should submit all admission documents at least 90 days prior to the beginning of the semester for which admission is sought. International students needing a student visa (I-20) to study in the United States must be accepted for admission by the Graduate School before the I-20 can be issued.

ADMISSION INTO A GRADUATE PROGRAM

Applicants should refer to the 1993-1995 Graduate Studies Catalog, page 9 for further details, or contact the Office of Graduate Student Services, Administration Building, Room 209, or call (915) 747-5582.

HEALTH INSURANCE FOR ALL INTERNATIONAL STUDENTS

All international students must be covered by medical insurance. A Health Insurance Fee will be assessed automatically and will appear on the fee statement. Comparable alternate insurance policies may be substituted by showing proof of insurance coverage to cover the semester enrolled at the time of fee payment. For additional information, contact the Office of International Programs, (915) 747-5664.

ACADEMIC FRESH START PROGRAM (*Texas Education Code, 51.929*)

An applicant for undergraduate admission who is a Texas resident may seek to enter the University under the Academic Fresh Start Program. After the applicant informs the Undergraduate Admissions Office in writing of this intention, the University will not consider in the admission decision any academic course work or grades earned 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. An applicant who chooses to apply under the Academic Fresh Start Program may not receive any course credit for courses taken 10 or more years prior to enrollment.

The courses excluded for Academic Fresh Start purposes may not be counted toward a degree, may not be counted in the cumulative GPA calculation, may not be used to remove any existing high school deficiencies, and may not be used to meet prerequisite requirements.

An applicant who has earned a baccalaureate degree under the Academic Fresh Start Program will be evaluated for admission into a subsequent graduate degree program only on the grade point average completed after enrollment under this statute, along with any other criteria required.

Policies and Procedures

ACADEMIC REGULATIONS

For further information concerning academic regulations refer to the Graduate Studies Catalog, pages 11 - 13, or contact the Office of Graduate Student Services, Administration Building, Room 209, or call (915) 747-5582.

CLASS ATTENDANCE:

Excused Absences for University-Recognized Activities: Students who will be absent while representing the University in officially recognized University activities (such as sports, band, professional conferences, etc.) must notify the Dean of Students not less than ten days prior to the absence. The Dean of Students will inform their class instructors, and the students will be permitted to make up both assignments and examinations in consultation with their instructors.

Absence for Religious Holy Days: Section 51.911 of the Texas Education Code related to absences by students for observance of religious holy days states that the institution will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence when the following conditions are met. The student must notify the instructor of each course (not later than the 15th day after the first day of the semester) that the student will be absent for a religious holy day. The student's notification must be in writing and must be either (a) delivered by the student personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or (b) by certified mail, return receipt requested, addressed to the instructor of each class. The student may not be penalized for these excused absences if missed assignment or examination is completed within a reasonable time.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, *Tax Code*.

REPETITION OF COURSES

The University limits the number of enrollments in any specific undergraduate course to three, including any withdrawals or otherwise graded class. Graduate students may repeat course work but grades may not be replaced by subsequent enrollments.

STUDENT LIFE POLICIES AND PROCEDURES

Student Life Policies and Procedures

General Regulations

Authority

Detailed policies and procedures affecting student life are printed in the Handbook of Operating Procedures (HOP)—student section and are available electronically via the MUSIC system. The handbook supplements the rules and regulations of the Board of Regents and covers student conduct and discipline, use of University facilities, student organizations, educational records and student publications. Copies of the Student Handbook may be obtained from the Dean of Students' Office. The Rules and Regulations of the Board of Regents of The University of Texas System are also available in this office. The President has delegated responsibility for the administration of student discipline to the Dean of Students.

Student Conduct

While enrolled at the University, a student neither loses the rights nor escapes the responsibilities of citizenship. Any student who engages in conduct that is prohibited by the Board of Regents' Rules and Regulations or University rules, or by federal, state, or local law is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct. All students are expected and required to obey the law, to show respect for properly constituted authority and to observe correct standards of conduct.

The University of Texas at El Paso administers student discipline according to established procedures of due process. Procedures are defined and described in the Rules and Regulations of the Board of Regents, Part One, Chapter VI, Section 3, and in the Handbook of Operating Procedures (HOP).

Students should check with appropriate departments whose policy or regulation is of concern. If necessary, students need to refer to the rules as contained in the Regents' Rules and the Handbook of Operating Procedures (HOP). The Office of the Dean of Students can assist on this matter. This set of rules are available in the Office of the Dean of Students, 102 W. Union, and on reserve at the Library.

Debts Owed To The University

No student may refuse to pay or fail to pay a debt owed to the University. In the event of non-payment of debts owed to the University one or more of the following may be taken by the University:

- a. bar against registration,
- b. withholding of the student's grades and official transcripts,
- c. withholding of a degree to which the student might otherwise be entitled
- d. other penalties and actions authorized by law.

Immunization Requirement

In order to protect the health of the University community, all students are required to submit proof of immunization, or to be immunized, for Tetanus-Diphtheria, Measles, Mumps, and Rubella. In addition, international students must demonstrate clearance from Tuberculosis.

In accordance with State law, the following immunizations are required for all students enrolled in health related courses which will involve direct patient contact in medical or dental care facilities or who come in contact with human biological fluids or tissue.* Students for whom these immunizations are not required are strongly urged to obtain them 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.
- * **Note:** Certain exemptions are allowed from the immunization requirement; students should contact the Office of Admission and Evaluation or the University Health Service for information.

Students enrolled at UT El Paso will assume the full cost of the HBV. All other immunization listed above are free of charge.

Students may obtain information regarding the consequences of out dated immunizations for certain diseases; the age groups most vulnerable to these vaccine preventable diseases; and local providers of immunizations services from the University Health Service.

A form on which the required immunizations can be documented is available from the Office of Admission and Evaluation or the University Health Service. Since most secondary schools are required by law to maintain similar records, a copy of the high school immunization record may be submitted.

The University Health Service is responsible for maintaining a record of those students who comply with these requirements and may recommend the placement of an administrative hold on records if they have not been met. The Health Service provides the required immunizations free of charge, with the exception of X-ray screening for Tuberculosis for which there is a modest charge. The HB vaccine is also available for a nominal charge, for students enrolled in medical-related programs.

Policy on AIDS, HIV, and Hepatitis B Infection

The University of Texas at El Paso 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, UTEP has adopted a policy and procedural steps to protect both the rights and well-being of those students, employees, and patients who may be infected with HIV or HBV as well as 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 UTEP faculty, staff, and students is confidential.

A complete copy of the "AIDS, HIV and Hepatitis B Infection" policy can be found in the institutional Handbook of Operating Procedures (HOP) available in the Dean of Students Office, the Library, and the University Health Service. This policy is applicable to all students of UTEP as they pursue their academic (and clinical) endeavors. An educational pamphlet on HIV infection developed by the U.S. Department of Health and Human Services and the Public Health Service will be made available to all students from the University Health Service.

Student Right-to-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act (the Act) 20 U.S.C. Sections 1092(a), (e) and (f), as amended, The University of Texas at El Paso 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 the results of campus student disciplinary proceedings concerning the alleged perpetrators.

UTEP will make timely reports to the campus community on crimes considered to be a threat to students and employees, and on crimes reported to campus police or local police agencies.

Every September, UTEP 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 upon request. The annual campus crime statistics report will reference crimes which occur on property owned or controlled by UTEP and may be supplemented by listing crimes which occur off of the campus in buildings or on property owned or controlled by student organizations that are registered by the institution when such statistics are available from local police departments.

Since September 1, 1993, UTEP has published in the annual security report, its policy regarding sex-related offenses, including sexual assault prevention programs, education programs to promote awareness of sex offenses, administrative disciplinary procedures and sanctions for offenders, and counseling and student services for victims.

Since July 1, 1993, UTEP has annually calculated and disclosed institutional completion or graduation rates for undergraduate students to all prospective and current students. (The federal requirement for calculation of a completion or graduation rate applies only to institutions of higher education that admit undergraduate students who are enrolling for the first time at an institution of higher education and have not enrolled previously at any other institution of higher education.)

Prior to the offer of athletically-related student aid to a potential student athlete, UTEP 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 GRIEVANCE PROCEDURES

Grade Appeals

A student(s) may challenge his or her grade as determined by a member(s) of the faculty of the University during or within one year after the end of any credit course, qualifying or comprehensive examination, for which the student has been enrolled. A challenge to a grade may be pursued only on the basis of: malice, bias, arbitrary or capricious grade determination, or impermissible discrimination. In no event shall a challenge be pursued on the basis of the standards employed in setting grades, so long as those standards are employed impartially.

The student should first attempt to resolve the question through consultation with the faculty member who assigned the grade. The student should then attempt to resolve the question through consultation with the administrator(s) to whom the faculty member reports. Having failed to resolve the matter after consultation with both the faculty member and her/his supervisors, the student may consult with and/or file a challenge with the Chairperson of the Student Welfare and Grievance Committee.

Non-Academic Grievances

Non-academic grievances of policies and procedures of university departments, related to matters other than discrimination, such as the application or interpretation of student policies must be initiated by making an effort to resolve the matter with the individual involved in the interpretation or decision. If the matter is not resolved, it must be submitted in writing to the appropriate director, chair, or department head within 10 working days of the questioned decision or interpretation. Grievances not satisfactorily resolved within 10 working days of that appeal may then be submitted to the appropriate Vice President. Disputes not satisfactorily resolved within 15 working days at this level may finally be appealed to the President.

DISCRIMINATION COMPLAINTS

Complaints regarding discrimination should be reported to the University's Equal Opportunity/Affirmative Action Officer. The University has various policies prohibiting discrimination which can be found in the *Handbook of Operating Procedures*. Questions regarding applicable policies should be addressed to the University's Equal Opportunity/Affirmative Action Officer, Administration Building, Room 200, or at (915) 747-5662.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, 20 U.S.C. S1232g, and the *Texas Open Records Act, Texas Government Code S552.001 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, the *University Undergraduate Studies Catalog*, and the *University Graduate Studies Catalog*. The catalog will be made available for inspection through the Dean of Students' Office and HOPs are available in the University Library and most administrative offices.

The University 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:

- (1) to appropriate university officials who require access to educational records in order to perform their legitimate educational duties;

- (2) 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;
- (3) to federal, state, or local officials or agencies authorized by law;
- (4) in connection with a student's application for, or receipt of, financial aid;
- (5) 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;
- (6) to the parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954, provided a reasonable effort is made to notify the student in advance;
- (7) 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;
- (8) in an emergency situation if the information is necessary to protect the health or safety of the students of other persons; or
- (9) 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 for each student by the Undergraduate Admission and Evaluation Office, Office of Graduate Student Services, Office of the Registrar, office of the student's academic dean, and the office of the student's departmental major, 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 (5) 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, the University may release Directory Information which shall include:

- (1) name, address, telephone number
- (2) date and place of birth
- (3) major field of study
- (4) participation in officially recognized activities and sports
- (5) dates of attendance
- (6) most recent previous educational institution attended
- (7) classification
- (8) degrees and awards received
- (9) date of graduation
- (10) physical factors (height and weight) of athletes
- (11) class schedule

A student may withhold Directory Information by notifying the Office of the Registrar in writing during the first 12 days of class of a fall or spring semester, or the first 6 class days of a summer semester. A student who wishes to withhold such information should complete a Restriction of Release of Directory Information with the Office of the Registrar. Request for non-disclosure will be honored thereafter by the institution until such time when the student directs the Office of the Registrar to remove the restriction. The University may disclose directory information concerning a student who is no longer in attendance.

A student who elects to withhold Directory Information will restrict its release for use in such functions as the Student Directory, mailing listings, and enrollment verifications for off-campus parties.

A student who elects to withhold Directory Information may not receive this same information on the telephone. A student wishing to obtain this information must come to the Office of the Registrar.

ACCESS TO FILE

Upon written request, the University shall provide a student with access to his or her educational records. The University's Vice President for Finance and Administration 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.

22/STUDENT LIFE POLICIES AND PROCEDURES

Students wishing to review their education records must make written requests to the Vice President for Finance and Administration 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 Office of the Vice President for Finance and Administration. This list includes:

- A. Academic Records
 - Undergraduate Admission and Evaluation Office: Director
 - Office of Graduate Student Services: Director
 - Registrar's Office: Registrar
 - College, Division, Department and Faculty Offices
- B. Student Affairs Records
 - University Counseling Services: Director
 - Student Activities Center: Director
 - Student Services: Dean of Students
- C. Financial Records
 - Business Office: Vice President for Finance and Administration
 - Financial Aid Office: Director of Financial Aid

Educational records do not include:

- (1) financial records of the student's parents or guardian;
- (2) confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
- (3) 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 the maker;
- (4) records of law enforcement units;
- (5) employment records related exclusively to an individual's employment capacity;
- (6) medical and psychological records;
- (7) thesis or research papers; or
- (8) records that only contain information about an individual after the individual is no longer a student at the institution.

CHALLENGE TO RECORD

Students may challenge the accuracy of their education records. Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy may discuss their problems informally with the official responsible for the records. If agreement is reached with respect to 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 they will be informed by the official responsible for the records of their right to a formal hearing.

Student requests for a formal hearing must be made in writing to the Vice President for Finance and Administration who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing officer that will adjudicate such challenges will be appointed by the Vice President for Finance and Administration in non-academic 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 University.

COPIES

Students may have copies made 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 \$5.00. Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the University.

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.

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