

The University of Texas at El Paso

**1993-1995**

**Undergraduate  
and Graduate  
Catalog  
Addendum**



# 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 The University of Texas System or any of its component institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

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# THE UNIVERSITY OF TEXAS AT EL PASO

## UNDERGRADUATE AND GRADUATE STUDIES CATALOG 1993-1995 ADDENDUM

The University of Texas at El Paso, is extending its 1993-1995 Undergraduate Studies Catalog and the 1993-1995 Graduate Studies Catalog to be effective until Summer of 1996. Thus students following the requirements of the 1993-1995 catalogs may graduate under those requirements until the Summer of 2002.

This supplement to those catalogs contains only new and updated information for admission deadlines, tuition and fees, policies and procedures. Degree programs and course listings may be found in the 1993-1995 catalogs.

Students entering UTEP for the first time for the summer of 1996 or a later semester will be subject to the requirements of the 1996-1998 catalog or of a later catalog.

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### Mission

The University of Texas at El Paso (UTEP) is dedicated to teaching and to the creation, interpretation, application, and dissemination of knowledge. UTEP prepares its students to meet lifelong intellectual, ethical, and career challenges through quality educational programs, excellence in research and in scholarly and artistic production, and innovative student programs and services, which are created by responsive faculty, students, staff and administrators.

As a component of the University of Texas System, UTEP accepts as its mandate the provision of higher education to the residents of El Paso and the surrounding region. Because of the international and multi-cultural characteristics of this region, the University provides its students and faculty with distinctive opportunities for learning, teaching, research, artistic endeavors, cultural experiences, and service.

### Accreditation

The University of Texas at El Paso is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees.

Information concerning accreditation by separate accrediting bodies for specific programs is shown in the related college section of the 1993-1995 University catalog.

# 1995-1996 CALENDAR

Listed below is the tentative 1995-1996 Calendar for registration activities. For further information on specific dates, refer to each term's Class Schedule, or contact the Office of the Registrar at 747-5550.

## 1995 FALL SEMESTER

|                   |                                |   |
|-------------------|--------------------------------|---|
|                   | May 1<br>July 1*               | Undergraduate admission applications due for Fall<br>Graduate admission applications due for Fall |
|                   | June -<br>July                 | Telephone Registration  |
| Tues-Wed          | Aug 22, 23                     | Late Registration and Add/Drop<br>(prior to the first class day)                                  |
| Thur<br>Thur-Tues | Aug 24<br>Aug 24, 25<br>28, 29 | Classes Begin<br>Late Registration and Add/Drop   |

## 1996 SPRING SEMESTER

|           |                          |   |
|-----------|--------------------------|---|
|           | Oct. 1<br>Nov 1*<br>1995 | Undergraduate admission applications due for Spring<br>Graduate admission applications due for Spring<br>Semester |
|           | Oct -<br>Dec             | Telephone Registration  |
| Thur-Fri  | Jan 11-12                | Late Registration and Add/Drop<br>(prior to the first class day)  |
| Tues      | Jan 16                   | Classes begin   |
| Tues-Thur | Jan 16, 17<br>18         | Late Registration and Add/Drop  |

## 1996 SUMMER SESSION

|          |                   |   |
|----------|-------------------|---|
|          | March 1<br>Apr 1* | Undergraduate admissions applications due for Summer<br>Graduate admission applications due for Summer<br>Session |
|          | March-<br>April   | Telephone Registration  |
| Thur-Fri | May 30, 31        | Late Registration and Add/Drop<br>(Prior to the first class day)  |
| Mon      | Jun 3             | Classes begin   |
| Mon-Tues | June 3-4          | Late registration and Add/Drop  |

\* Individual graduate programs may have earlier application deadlines or may accept applications only for specific semesters. Applicants should contact the departmental Graduate Advisor or the Graduate School.

# **FINANCIAL AID, TUITION, AND FEES INFORMATION**

## Financial Aid & Undergraduate Scholarships

For information on financial aid, refer to the Undergraduate Studies Catalog, pages 26 - 28, or contact the Financial Aid Office, Union Building, West, Room 202, (915) 747-5204. For scholarship information, refer to pages 28 - 29 in the Undergraduate Studies Catalog, or contact the Office of Scholarships, Academic Services Building, Room 101, (915) 747-5890.

## Educational Stipend for Graduate Students

Limited financial support is also available through educational stipends to participants in sponsored research or other projects, or fellowships programs. Stipend support generally does not qualify for a waiver of non-resident status for tuition purposes. For stipend eligibility, contact the academic department's research programs office, or for international students, the Office of International Programs, (915) 747-5664.

## TUITION AND FEES

The charges shown in these schedules must be paid by all students registering for credit. The amounts include the following:

### TUITION

TEXAS RESIDENTS - \$30 per semester hour with a minimum assessment of \$120 for up to 4 semester hours.

TEXAS RESIDENT GRADUATE TUITION - Business, Engineering, Nursing and Materials Science/Engineering - \$58.00 per semester hour with a minimum assessment of \$120.00 for up to 2 semester hours.

NON-RESIDENT/INTERNATIONAL TUITION- \$222 per semester hour effective through the 1995-1996 academic year. Non-resident/International students will be assessed the actual cost of education per semester hour as determined by the Texas Higher Education Coordinating Board.

NON-RESIDENT/INTERNATIONAL GRADUATE TUITION - Business, Engineering, Nursing and Materials Science/Engineering \$242.00 per semester hour.

CONCURRENT ENROLLMENT - Section 54.062 of the Texas Education Code provides for the following tuition procedure.

1. The student shall pay the full tuition charge to the first institution at which he or she is registered.
2. Generally, only the hourly rate is paid at the second institution. However, if the minimum amount is less at the first institution, then the student must pay the difference of the two minimums to the second institution but not less than the hourly rate. General fees, student service fees, union fees and optional fees are billed by each institution at its regularly authorized rate.

### MANDATORY FEES

GENERAL FEE - \$18.50 per semester hour.

STUDENT SERVICE FEE - \$11.50 per semester hour, to a maximum of \$138.00 (12 semester hours)

STUDENT GENERAL PROPERTY DEPOSIT - \$10.00 fee assessed at the time of the student's initial registration at the University. This fee is refundable to the student at the end of his or her University enrollment less any loss, damage or breakage caused by the student. A property deposit which remains without call for refund for a period of four years from the date of last attendance at the University will be forfeited and will become the property of the Student General Property Deposit Endowment Fund. Such funds will be invested and the income will be used for scholarship purposes.

INTERNATIONAL EDUCATION FEE - \$1.00 per student for each regular semester.

STUDENT UNION FEE - \$15.00 per long semester and \$7.50 for summer session. The Student Union Fee is compulsory. The Union Fee entitles the student free use of facilities, which includes meeting rooms and lounge areas. The purpose of this fee is for the maintenance and operation of the Union Building.

RECREATIONAL FACILITY FEE - \$12.00 per student for each regular semester.

TECHNOLOGY FEE - \$50.00 per student for each regular semester.

REGISTRATION FEE - \$5.00 per student for each regular semester.  
COURSE-RELATED FEES - assessment of varying amount, based on courses for which the student is enrolled.

TUITION AND MANDATORY FEES (excluding Student General Property Deposit):\*\*

| Semester Hours | Resident Students Educ, LA & Sci | Non-Res Int'l Educ, LA & Sci | Resident Graduate Bus/Engr/ Nurs & MASE | Non-Res Int'l Graduate Bus/Engr/ Nurs & MASE |
|----------------|----------------------------------|------------------------------|---|--|
| 1              | \$233.00                         | \$335.00                     | \$233.00                                | \$355.00                                     |
| 2              | 263.00                           | 587.00                       | 263.00                                  | 627.00                                       |
| 3              | 293.00                           | 839.00                       | 347.00                                  | 899.00                                       |
| 4              | 323.00                           | 1091.00                      | 435.00                                  | 1171.00                                      |
| 5              | 383.00                           | 1343.00                      | 523.00                                  | 1443.00                                      |
| 6              | 443.00                           | 1595.00                      | 611.00                                  | 1715.00                                      |
| 7              | 503.00                           | 1847.00                      | 699.00                                  | 1987.00                                      |
| 8              | 563.00                           | 2099.00                      | 787.00                                  | 2259.00                                      |
| 9              | 623.00                           | 2351.00                      | 875.00                                  | 2531.00                                      |
| 10             | 683.00                           | 2603.00                      | 963.00                                  | 2803.00                                      |
| 11             | 743.00                           | 2855.00                      | 1051.00                                 | 3075.00                                      |
| 12             | 803.00                           | 3107.00                      | 1139.00                                 | 3347.00                                      |
| 13             | 851.50                           | 3347.50                      | 1215.50                                 | 3607.50                                      |
| 14             | 900.00                           | 3588.00                      | 1292.00                                 | 3868.00                                      |
| 15             | 948.50                           | 3828.50                      | 1368.50                                 | 4128.50                                      |
| 16             | 997.00                           | 4069.00                      | 1445.00                                 | 4389.00                                      |
| 17             | 1045.50                          | 4309.50                      | 1521.50                                 | 4649.50                                      |
| 18             | 1094.00                          | 4550.00                      | 1598.00                                 | 4910.00                                      |
| 19             | 1142.50                          | 4790.50                      | 1674.50                                 | 5170.50                                      |
| 20             | 1191.00                          | 5031.00                      | 1751.00                                 | 5431.00                                      |
| 21             | 1239.50                          | 5271.50                      | 1827.50                                 | 5691.50                                      |

\*\*Tuition and fees are subject to change due to legislative and/or institution action and become effective when enacted.

### LABORATORY FEES

|   | FEE     |
|---|---------|
| ANTH 3426   | \$ 8.00 |
| ARTE 3522   | \$15.00 |
| ARTF 3101, 3103   | \$10.00 |
| ARTF 3102, 3104   | \$ 4.00 |
| ARTF 3315   | \$20.00 |
| ARTG 3206, 3216, 3316, 3326, 3336, 3406, 3416, 3426, 3550       | \$20.00 |
| ASTR 1107, 1108   | \$ 5.00 |
| BIOL 1103, 1107, 1212, 1498, 2498, 3426, 3505, 3518, 3520, 3524 | \$ 8.00 |
| BIOL 1104   | \$ 6.00 |
| BIOL 1211, 1213   | \$15.00 |
| BIOL 1217, 1315, 1319, 2423, 3498, 3502, 4314, 5502             | \$30.00 |
| BIOL 3330   | \$10.00 |
| BOT 4210  | \$12.00 |
| BOT 4337  | \$ 8.00 |
| CE 1336, 1453   | \$30.00 |
| CE 3105, 3313, 3488, 4390, 4456                                 | \$ 8.00 |
| CE 4448, 4509, 4539   | \$20.00 |
| CE 4537   | \$28.00 |
| CERM 3204, 3214, 3304, 3314, 3324, 3404, 3414, 3424             | \$15.00 |
| CERM 3550   | \$18.00 |
| CHEM 1105, 1106   | \$ 4.00 |
| CHEM 1261, 1310, 1324, 1325, 2321, 2322, 2412                   | \$18.00 |
| CHEM 1465   | \$ 8.00 |
| CHEM 1351, 1352, 4108   | \$12.00 |
| CHEM 4107   | \$15.00 |
| CHEM 1476, 3476   | \$ 5.00 |
| CLSC 1401, 1406, 2311, 3306, 3308, 3401, 3402                   | \$30.00 |
| COMM 3242, 3317, 3342   | \$10.00 |
| COMM 3271, 3311, 3313, 3411                                     | \$ 5.00 |
| COMM 3243, 3333   | \$ 7.00 |
| COMM 3331, 3335   | \$15.00 |

|   |         |
|---|---------|
| COMM 3433   | \$17.00 |
| DRAW 3208, 3218, 3308, 3318   | \$ 8.00 |
| EE 1412, 1442, 1478, 3472   | \$20.00 |
| EE 2412   | \$25.00 |
| EE 1205, 1251, 2310, 2411, 4377   | \$ 5.00 |
| GEOG 1106   | \$15.00 |
| GEOL 1101, 1102, 1455, 1457, 3103, 3104,<br>3321, 3325, 3462  | \$15.00 |
| GEOL 4323   | \$ 5.00 |
| GEOL 2316, 3213, 3305, 3315, 3355, 3380,<br>3542, 3543, 3544, 3563, 3567, 3575, 3576,<br>3578, 3580, 3594, 4320, 4505 | \$20.00 |
| GEOL 3214   | \$25.00 |
| GEOP 3432, 3434, 3551   | \$20.00 |
| GEOP 3557   | \$10.00 |
| GEOP 3562   | \$25.00 |
| IE 3216, 3484   | \$ 6.00 |
| IE 3236, 3443   | \$12.00 |
| IE 3377   | \$ 5.00 |
| KIN 3413  | \$ 5.00 |
| MECH 1411   | \$25.00 |
| MECH 3443   | \$15.00 |
| MECH 3305, 4354   | \$ 5.00 |
| MECH 4451   | \$20.00 |
| MICR 1328, 1452   | \$ 8.00 |
| MICR 4240, 4343, 4453   | \$30.00 |
| MICR 4345   | \$24.00 |
| MICR 4349   | \$18.00 |
| MME 4404, 4405  | \$10.00 |
| MME 4307, 4413, 4501  | \$25.00 |
| MS 1113, 1116   | \$20.00 |
| MTLS 3203, 3213, 3303, 3313, 3323, 3403, 3413,<br>3423, 3550  | \$30.00 |
| NURS 7302, 7303, 7370, 7410   | \$30.00 |
| NURS 6305   | \$ 4.00 |
| NURS 3302, 7371, 7471   | \$ 5.00 |
| NURS 7472   | \$15.00 |
| NURS 6306, 7411   | \$10.00 |
| PHYS 1120, 1121, 2343, 4103, 4104   | \$ 5.00 |
| PHYS 3471   | \$15.00 |
| PNTG 3201, 3231, 3301, 3331, 3341, 3401, 3431,<br>3441, 3550  | \$12.00 |
| PRNT 3205, 3225, 3305, 3325, 3335, 3550   | \$30.00 |
| PRNT 3405, 3425, 3435   | \$22.00 |
| PSCI 3203, 3304   | \$15.00 |
| PSYC 1301   | \$ 8.00 |
| SCI 4101, 4102  | \$ 8.00 |
| SCI 9101  | \$10.00 |
| SCUL 3202, 3232, 3302, 3332, 3342, 3402, 3432,<br>3442, 3502, 3550  | \$30.00 |
| ZOOL 4364   | \$16.00 |
| ZOOL 1455, 1457, 1477, 4476, 4478   | \$ 8.00 |
| ZOOL 1481   | \$30.00 |
| ZOOL 4206   | \$12.00 |
| ZOOL 4366   | \$18.00 |

**SUPPLEMENTAL TUITION AND COACHING FEES**

|   |         |
|---|---------|
|   | FEE     |
| ART 3593                                      | \$10.00 |
| ARTE 3599                                     | \$10.00 |
| ARTG 3550                                     | \$10.00 |
| CERM 3404, 3414, 3424, 3550                   | \$10.00 |
| DRAW 3410, 3420, 3430, 3550                   | \$10.00 |
| MTLS 3403, 3413, 3423, 3550                   | \$10.00 |
| MUSA 2181, 2191, 2391, 2581                   | \$35.00 |
| MUSA 3181, 3191, 3391, 3581, 3591, 4191, 4391 | \$50.00 |
| PNTG 3431, 3441, 3550                         | \$10.00 |
| PRNT 3405, 3425, 3435, 3550                   | \$10.00 |
| SCUL 3402, 3432, 3442, 3502, 3550             | \$10.00 |

**INCIDENTAL FEES**

**ART HISTORY MATERIALS FEE:**

|  |         |
|--|---------|
|  | FEE     |
| ART 3100   | \$ 5.00 |
| ARTH 3105, 3106, 3310, 3319, 3329, 3339, 3409,<br>3419, 3429, 3439, 3519, 3529 | \$ 5.00 |

**ATHLETIC TRAINING FEE:**

|                |         |
|----------------|---------|
| KIN 3409, 3415 | \$30.00 |
|----------------|---------|

**COURSE FEES:**

|  |         |
|--|---------|
|  | FEE     |
| ART 3110   | \$10.00 |
| ARTE 3447, 3511  | \$15.00 |
| CHEM 1476, 3476  | \$ 7.00 |
| CLSC 1306  | \$30.00 |
| COMM 3435  | \$10.00 |
| EE 1205, 1251, 2310, 2411, 4377  | \$15.00 |
| EE 3269  | \$ 8.00 |
| ESOL 2101  | \$ 2.00 |
| ESOL 1111, 1112, 3105, 3106, 3109, 3111,<br>3112, 3201, 3202, 3203, 5110, 8110 | \$ 5.00 |
| FREN 3201, 3202, 4101, 4102  | \$ 5.00 |
| GEOL 3579  | \$20.00 |
| GERM 3201, 3202, 4101, 4102  | \$ 5.00 |
| GREK 4105, 4106  | \$ 5.00 |
| HSCI 3203  | \$10.00 |
| HSCI 3401, 3411  | \$ 5.00 |
| IE 3377  | \$ 7.00 |
| KIN 3434   | \$20.00 |
| KIN 3561, 3571, 3572, 3574   | \$25.00 |
| LATN 3201, 3202, 4101, 4102  | \$ 5.00 |
| LING 4203, 4204  | \$ 2.00 |
| MECH 3305  | \$20.00 |
| MECH 4354  | \$ 7.00 |
| NURS 3302, 7371  | \$25.00 |
| NURS 7471  | \$10.00 |
| PORT 3201, 3202  | \$ 5.00 |
| PSYC 3533  | \$25.00 |
| RUSS 3201, 3202, 4101, 4102  | \$ 5.00 |
| SOWK 3370  | \$10.00 |
| SOWK 4480  | \$ 4.00 |
| SPAN 3201, 3202, 3203, 3204, 4101, 4102  | \$ 5.00 |
| SPED 3430  | \$15.00 |
| SPLP 3440, 3569, 3573, 6441  | \$20.00 |
| THEA 3113, 3221, 3342  | \$10.00 |
| THEA 3222, 3290, 3490  | \$25.00 |
| THEA 3341  | \$23.00 |

**EQUIPMENT FEES:**

|  |         |
|--|---------|
|  | FEE     |
| ASTR 1107, 1108  | \$ 5.00 |
| GEOP 3558  | \$15.00 |
| HSCI 3209  | \$ 5.00 |
| KIN 3413   | \$ 9.00 |
| MUSA 1143, 1144, 1146, 2171, 2172, 2179,<br>2271, 2272, 3371 | \$ 5.00 |
| NURS 3503  | \$25.00 |
| PHYS 1120, 1121, 2343, 4103, 4104                            | \$ 5.00 |

**FIELD TRIPS FEE**

|           |          |
|-----------|----------|
|           | FEE      |
| GEOL 4323 | \$ 20.00 |
| GEOL 6465 | \$400.00 |

**PHYSICAL EDUCATION COURSE FEES:**

|  |         |
|--|---------|
|  | FEE     |
| KIN 2301, 2302, 2303, 2304, 2305, 2306 | \$ 8.00 |

## 6/FINANCIAL AID, TUITION, AND FEES INFORMATION

|   |         |
|---|---------|
| 2307, 2309, 2310, 2311, 3318, 3419  |         |
| KIN 2422, 3412, 3413, 3421  | \$ 9.00 |
| PE 1101, 1104, 1110, 1113, 1116, 1122, 1125, 1132, 1146, 1149, 1151, 1152, 1153, 1157, 1159, 1160, 1161, 1168, 1170, 1173, 1186, 1188 | \$ 8.00 |
| PE 1107, 1134, 1140, 1143, 1164, 1165, 1166, 1176, 1178, 1179, 1180, 1182, 1183, 1184, 1191, 1194, 1195, 1196                         | \$12.00 |
| PE 1128, 1129, 1130, 1155   | \$14.00 |

### PSYCHOLOGY RESEARCH COURSE FEE:

|                             |         |
|-----------------------------|---------|
|                             | FEE     |
| PSYC 3598, 3599, 3620, 3621 | \$30.00 |
| PSYC 3452, 3501             | \$20.00 |
| PSYC 6501                   | \$40.00 |

### INCIDENTAL FEES:

**ADD/DROP FEE** - A fee of \$5.00 is assessed for each add/drop transaction a student makes to change the initial registration.

**AUDIT FEE** - A fee of \$5.00 per course will be assessed to a student who is currently enrolled at the University for auditing a course. For a person who is not enrolled at the University a fee of \$25.00 per course will be assessed. No charge for persons over 65 years of age.

**ART HISTORY MATERIALS FEE** - A fee of \$5.00 per course will be assessed to defray costs of slides and videos in art history and art appreciation courses. (See above)

**ATHLETIC TRAINING FEE** - A fee of \$30.00 per course will be assessed to defray costs of providing supplies and equipment for academic courses which provide instruction and practical experience in athletic training. (See above)

**CATALOG FEE** - A fee of \$1.00 will be assessed to students who pick up the University catalog. A fee of \$3.50 will be assessed to students who request a University catalog be mailed.

**CERTIFICATION DEFICIENCY PLAN PREPARATION FEE** - A fee of \$20.00 is assessed to defray administrative costs of processing certification deficiency plans for those pursuing teacher certification.

**COURSE FEES** - A fee of \$2.00-\$30.00 per course will be assessed to defray the costs of materials. (See above)

**DIPLOMA REPLACEMENT FEE** - Diplomas are replaced at the student's request, if the student has lost the diploma or if the student's name has changed. A fee of \$5.00 will be assessed to a student requesting a replacement diploma within one (1) year of the original order; a fee of \$25.00 will be assessed to a student requesting a replacement diploma after the one (1) year period.

**DISSERTATION FEE** - A fee of \$60.00 will be assessed to defray costs of microfilming and mailing graduate dissertations.

**EMERGENCY LOAN PROCESSING FEE** - A fee of \$15.00 will be assessed to defray administrative costs incurred in processing and collecting emergency loan payments.

**EQUIPMENT FEES** - A fee of \$5.00 - \$25.00 per course will be assessed to defray cost of providing equipment for academic courses which provide instruction and practical experience in various courses. (See above)

**FIELD TRIP FEE** - To defray transportation and related costs associated with field trips. (See above)

**GRADUATE APPLICATION FEE** - A fee of \$15.00 will be assessed to all non-international graduate students who apply for admission.

**GRADUATION APPLICATION LATE FEE** - A fee of \$15.00 will be assessed to all candidates for graduation who make application for graduation after the regular processing period has been completed. This fee is paid each time an application for degree is filed after the processing period deadline and under no circumstances is subject to refund. Veterans attending the University under an exemption as defined elsewhere in this section are not exempt from payment of this fee.

**GRADUATION FEE** - A fee of \$15.00 is required of candidates for graduation. This fee must be paid each time an application for degree is filed and under no circumstances is subject to refund. Veterans attending the University under an exemption as defined elsewhere in this section are not exempt from payment of this fee.

**HANDBOOK FOR THE SOCIAL WORK PROGRAM** - A \$2.00 fee will be assessed to students in Social Work for a handbook required by the Council of Social Work Education.

**HEALTH INSURANCE FEE** - A mandatory insurance for international students holding nonimmigrant visas and living in the United States. The amount assessed will match the University of Texas System Student Insurance Plan premium.

**IN ABSENTIA FEE** - A fee of \$25.00 will be assessed to graduate students who

have completed the degree requirements, including submission of the thesis or dissertation, after the semester deadline, but prior to registration for the following semester to register for the sole purpose of receiving the degree.

**INSTALLMENT TUITION HANDLING FEE** - A fee of \$12.00 per academic term will be assessed to cover costs related to providing installment payment option.

**INSTALLMENT TUITION DELINQUENCY FEE** - A fee of \$15.00 per delinquent payment will be assessed to defray costs of handling delinquent installment tuition payment.

**INSTRUMENT USERS FEE** - Music - A fee of \$15.00 will be assessed to students per semester that wish to use musical instruments that are available through the Music Department.

**INTERNATIONAL STUDENT APPLICATION FEE** - A fee of \$65.00 is assessed of all international students who apply for admission to UTEP. Applications not accompanied by a \$65.00 check or money order, payable in U.S. funds, will not be considered. An individual who has applied, paid the fee, and been accepted but who does not enroll, will be considered for later admission only upon reapplication including payment of this fee again.

**INTERNATIONAL STUDENT SERVICE FEE** - \$20.00 per long semester and \$10.00 per summer session. A fee assessed to international students to defray the costs of operating the International Student Services' Office and supporting the programs that are unique to international students.

**LATE ADMISSION APPLICATION FEE** - A fee of \$15.00 will be assessed to applicants that file after the scheduled deadlines to submit applications for admission to the University. This fee is in addition to any applicable application fees.

**LATE REGISTRATION FEE** - Any student who, with proper permission, registers after the appointed days for registering will be required to pay a special charge of \$20.00 for the late telephone registration process, \$30.00 for in person late registration and \$50.00 on or after the first class day. The fee is to defray the cost of the extra services required to effect the late registration.

**LIBRARY FEES** - To cover costs associated with handling special items, damaged and/or overdue books, the library charges the following fees:

|   |  |
|---|--|
| Overdue Charges   |  |
| Regular Checkouts   | \$0.25/day (\$25.00 max)                                       |
| Reserve Items   | \$1/day-\$1/hr (\$25.00 max)                                   |
| Inter-Library Loans   | \$1/request plus any charges from the lending library          |
| Lost Books  | Cost of book plus \$10.00 processing fee and any fines accrued |
| Inter-Library Loans   | All costs charged by suppliers                                 |
| Computer Searches   | 115% of connect time plus any off-line print charges           |
| Damaged Book Fee  | \$10.00  |
| Recall Fee  | \$1.00/day (\$25.00 max)                                       |
| Media-Charges   | Varies depending on type of equipment/service                  |
| Coin-operated Typewriters                                     | \$0.25 for 10 minutes  |
| Photocopier   | \$0.05 to \$0.50/copy  |
|   | \$0.15/microfilm or fiche                                      |
| Architectural Drawings and Blueprint Reprographic Fee         | \$5.00 per item plus actual costs                              |
| Special Collection Photographic Reproduction Preservation Fee | \$5.00 plus actual costs                                       |

**NEW STUDENT ORIENTATION FEE** - A \$17.50 to \$35.00 fee will be assessed to all students that participate in the University's orientation program that is offered to all incoming Freshmen and new transfer students. The varying amount allows an option to students for a shortened orientation.

**NEW STUDENT ORIENTATION LATE FEE** - A \$5.00 fee will be assessed each student registering after the deadline.



**PHYSICAL EDUCATION COURSE FEES** - A fee of \$4.00 to \$20.00 will be assessed to defray costs of the purchase of supplies and maintenance of equipment. (See above)

**PSYCHOLOGY RESEARCH COURSE FEE** - A fee of \$10.00 to \$60.00 will be assessed to all students enrolled in psychology research courses to defray costs of course supplies. (See above)

**REGISTRATION FEE** - A \$5.00 per semester fee will be assessed each registering student to defray costs associated with technology services for telephone registration.

**REINSTATEMENT FEE** - A \$30.00 fee will be assessed to cover costs related to reinstating an enrollment after students have been disenrolled for failure to meet University obligations.

**RETURNED CHECK FEE** - A fee of \$15.00 will be assessed to students that issue payment to the University with a check that is returned to the University for insufficient funds.

**SCIENCE AND ENGINEERING ENRICHMENT EXPERIENCE** - A fee of \$50.00 will be assessed to all incoming freshman and transfer students attending the enrichment experience in the College of Science and College of Engineering to defray costs associated with the enrichment program.

**SPECIAL EXAMINATION FEE** - A fee of \$5.00 per examination is required of persons who wish to take an advanced standing examination, an examination to remove a condition, or an examination to be given at time other than that for which it is regularly scheduled. Permission of the academic dean must be secured before payment is made.

**STUDENT HOUSING DEPOSIT** - A \$75.00 deposit will be assessed to all students applying for Residence Hall housing and a \$150.00 deposit will be assessed to students applying for Student Family housing. A Student Housing Deposit will be forfeited under any of the following conditions.

- A Housing Deposit which remains without call for refund for a period of four (4) years from the date of last attendance at the University;
- For any reason of non-payment of rent and will be applied to the outstanding balance owed to the University and/or applied for repairs and damages (except for reasonable wear and tear) to the unit leased; or
- Failure of a student to abide by the Terms and Conditions of Occupancy and/or the University and Student Family Housing Regulations or Residence Hall Regulations resulting in the University terminating a Student Family Housing Agreement or Residence Hall Agreement.

**STUDENT IDENTIFICATION CARD REPLACEMENT FEE** - A fee of \$10.00 per card will be assessed students for reissuing a Student I.D. Card due to loss or destruction. Free I.D. Cards are issued to Freshman students and transfer students. Cards five (5) years or older are replaced free.

**STUDENT TEACHING FEE** - A fee of \$50.00 will be assessed students approved for Student Teaching during the Fall and Spring semesters.

**TEACHER CERTIFICATION CREDENTIALS FEE** - A fee of \$10.00 will be assessed to students enrolled in the Teacher Education Program who are having their academic credentials evaluated for meeting certification requirements set by the Texas Education Agency.

**TEST FEE** - Students requesting administration of graduate or undergraduate admission testing; professional certification testing; GED testing; or placement and credit testing will be assessed a fee ranging from \$5.00 to \$42.00 per test based on the test subscription costs.

**TRANSCRIPT FEE** - A fee of \$2.00 will be assessed to students for an unofficial copy of their transcript. A fee of \$5.00 will be assessed for an official copy. A fee of \$7.00 will be assessed for an official copy with immediate processing.

## PARKING FEE

The Board of Regents has approved parking fees as follows for those students desiring to park on the campus:

### CLASSES OF PERMITS AND ANNUAL FEES

#### Perimeter Parking Lots

Allows the holder to park in any perimeter area designated for their particular class of permit.

|           |         |   |
|-----------|---------|---|
| Class A-P | \$25.00 | All Students (including Graduates)      |
|           | \$19.00 | If purchased during the Spring Semester |

|   |         |  |
|---|---------|--|
|   | \$10.00 | If purchased during the Summer Session   |
| <i>Remote Parking Lots</i>  |         |  |
| Allows the holder to park in any remote area designated for their particular class of permit. |         |  |
| Class A-E   | \$10.00 | All Students   |
| <i>Other Class Permits</i>  |         |  |
| Class H   | \$ -0-  | No charge if vehicle is in compliance with Vernon's Annotated Texas Civil Statutes, Articles 6675a-5-e, and 6675a-5e and 5.e.1 for disabled persons.   |
|   | \$20.00 | If issued to disabled person not in compliance with above  |
|   | \$12.00 | If purchased during the Spring Semester  |
|   | \$ 6.00 | If purchased during the Summer Session   |
| Class M   | \$10.00 | All Student motorcycles  |
|   | \$ 6.50 | If purchased during the Spring Semester  |
|   | \$ 4.00 | If purchased during the Summer Session   |
| Class D   | \$ -0-  | No charge for residents of University Residence Halls  |
| Class V   | \$ -0-  | No charge for residents of UTEP Village  |
| Class R   | \$ 1.00 | A non-refundable \$1.00 fee per person, per semester shall be collected, separate from the regular parking decal fee. A minimum of three (3), maximum of five (5) students per group are required in order to participate in the Share-a-ride program. |
| Replacement Decal   | \$ 1.00 |  |
| Temporary   | \$ 5.00 | One month only as approved   |

## METHODS OF PAYMENT

Master Card, Visa and Discover will be accepted for payment of tuition and fees. The University offers the following two payment methods during long semesters only.

- Full payment of tuition and all fees at the time of registration.
- One half payment of tuition, mandatory and course-related fees at the time of registration, with the remaining two quarters due in equal installments by the sixth and eleventh week of classes.

Items for which payment CAN be deferred under Method 2 include the following:

- Tuition
- Mandatory Fees (General Fee, Student Services Fee, Student Union Fee, International Studies Fee, Technology Fee, Recreational Fee)
- Laboratory Fees
- Course-related Fees (such as Equipment Fees)
- Supplemental Fee for Fine Arts

Items for which payment MAY NOT be deferred include the following:

- Student General Property Deposit
- Optional Incidental Fees (such as Late registration, Add/Drop, installment Tuition Handling Fees, etc.)
- Discretionary Fees (Liability Insurance, Health Insurance)
- Optional Fees (such as Parking Decal Fees)
- Amounts due for financial holds or from prior periods

The following additional policies will apply to deferral of payments:

- All student account balances due from prior semesters, including items associated with payment deferred, must be paid in full before a student may begin registration for a subsequent semester.
- A payment plan selected at the time of registration will be binding and will be applied in any subsequent add/drop activities; however, prepayment of outstanding balances will be accepted.

## 8/FINANCIAL AID, TUITION, AND FEES INFORMATION

The University shall assess the installment Tuition Handling Fee of \$12.00 for those students choosing payment Method 2; this charge is payable at the time of registration. An Installment Tuition Delinquency Fee of \$15.00 will be assessed at the end of the sixth and eleventh week of classes if the payment due for that period is not paid in full.

3. The Bursar's Office of the University will send bills during the fourth and ninth week, as appropriate, to students paying tuition and fees under Method 2.
4. The courses for which a student is enrolled on the official census date-12th class day in a long semester-will be the basis for the student's tuition and fees assessment. Except for students who officially withdraw up to the end of the refund period as indicated in the Class Schedule, no reduction in amounts due will be made after this date; further, the student is obligated to pay the assessed amounts whether or not class attendance is subsequently interrupted or terminated.
5. A student who fails to provide full payment of tuition and fees, including any late fees assessed, to the University when the payments are due is subject to one or more of the following:
  - a. Bar against registration at the institution;
  - b. Withholding of grades, degree and official transcript; and
  - c. All penalties and actions authorized by law.

## REFUND OF TUITION AND FEES

Refund policies are established by, and are subject to change by, the Legislature of the State of Texas and are applicable to withdrawals and dropped courses. Refunds of tuition, laboratory fees, general fees and student services fees will be made under the following conditions.

**WITHDRAWALS** - Students withdrawing during a long semester will be refunded applicable tuition and fees as follows:

|                               |                    |
|-------------------------------|--------------------|
| Prior to the first class day  | 100 % less \$15.00 |
| During first five class days  | 80 %               |
| During second five class days | 70 %               |
| During third five class days  | 50 %               |
| During fourth five class days | 25 %               |
| After fourth five class days  | No Refund          |

**DROPPED COURSES** - Refunds of applicable tuition and fees will be made for courses from which students drop within the first twelve class days of a long session semester or an appropriately shorter period for a summer session term, provided the student remains enrolled for that semester or term. Refund of tuition for dropped courses will be made only if the original payment exceeds the established minimum amount.

Refunds of tuition and fees paid in the student's behalf by a sponsor, donor or scholarship will be made to the source rather than directly to the student who has withdrawn or dropped courses if the funds were made available through the University. Students who withdraw or drop courses must, in order to qualify for a refund, surrender all applicable privileges, including identification cards and athletic and cultural entertainment tickets. Refunds provided for above will be granted if applied for by the end of the semester in which the withdrawal or drop was appropriately completed. Refunds for students who owe balances in deferred payment of tuition/fees will be credited to the student's account, reduced by the amount of any unpaid charges and a reasonable administrative fee not to exceed the lesser of 5% of the tuition, fees, room and board, and other charges that were assessed for the enrollment period, or one hundred dollars.

**REFUNDING FOR STUDENT IN TITLE IV PROGRAMS** - As an institution participating in programs under Title IV of the Higher Education Act of 1965 as amended ("Act"), the University of Texas at El Paso is required to refund unearned tuition, fees, room and board, and other charges to certain students attending the institution for the first time who have received a grant, a loan, or work assistance under Title IV of the Act or whose parents have received a loan on their behalf under 20 U.S.C. Section 1087-2. The refund is required if the student does not register for, withdraws from, or otherwise fails to complete the period of enrollment for which the financial assistance was intended. No refund is required if the student withdraws after a point in time that is sixty percent of the period of enrollment for which the charges were assessed. A refund of tuition, fees, room and board, and other charges will be determined for students who with-

draw prior to this time. The refund is the larger of the amount provided for in Section 54.006, Texas Education Code or a pro rata refund calculated pursuant to Section 484B of the Act. Please note, if the student charges were paid by Title IV funds, a portion or all of the refund will be returned to these programs.

## HOUSING EXPENSES

Residence Hall room rates are as follows:

Room Only

|  |         |
|--|---------|
| <b>ONE SEMESTER CONTRACT—4 1/2 months (110 days)</b> |         |
| Double Room  | \$1,005 |
| Suite (double occupancy)                             | 1,155   |
| Private Room (when available)                        | 1,305   |
| Private Suite (when available)                       | 1,455   |
| <b>LONG SESSION CONTRACT—9 months (220 days)</b>     |         |
| Double Room  | 1,750   |
| Suite (double occupancy)                             | 2,050   |
| Private Room (when available)                        | 2,350   |
| Private Suite (when available)                       | 2,650   |

A \$75 per semester rate reduction will be offered to students who pay the entire semester charge for a long session in advance as opposed to the normal three (3) payments per semester plan.

### Meal Plans

Optional meal plans and residential meal plans are available throughout the long session and summer session by the University Food Services.

### Student Family Apartments

Monthly rent (includes utilities) \$ 350

All housing rates are subject to change by action of the Board of Regents, The University of Texas System. Further information about the UTEP student housing facilities, as well as application forms, can be obtained from:

University Housing System  
Kelly Hall #105  
University of Texas at El Paso  
El Paso, TX 79968

## RESIDENCY REGULATIONS FOR TUITION PURPOSES

The following residency regulation have been added to this section.

### ECONOMIC DEVELOPMENT AND DIVERSIFICATION EMPLOYEES

An individual who has come from outside Texas and registered in an educational institution before having resided in Texas for a 12-month period immediately preceding the date of registration and her/his dependents are entitled to pay the tuition fee and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization that became established in this state as part of the program of state economic development and diversification authorized by the constitution and laws of this state and if the individual files with the Texas institution of higher education at which he registers a letter of intent to establish residency in Texas. The only companies whose employees qualify under this provision are those identified by the Texas Higher Education Coordinating Board as being eligible. Check with the Admissions Office.

### BLIND, DEAF STUDENTS

**STATUTE: SECTION 54.205, Texas Education Code, (S.B. 183)** A person who is a "blind disabled" individual and who is eligible for the rehabilitation services of the Texas Commission for the Blind, and/or a "deaf person"; whose sense of hearing is non-functioning, after all necessary medical treatment, surgery and use of hearing aids, for understanding normal conversation and who is eligible for the services of the Division of Vocational Rehabilitation of the Texas Education Agency, is exempt from tuition fees including all dues, fees, and enrollment charges whatsoever for which exemptions may be lawfully made, including fees for correspondence courses, general property deposit fees, and student services fees, but does not include fees or charge for lodging, board, or clothing.

A deaf or blind person who is a resident is entitled to a exemption from the payment or tuition fees at any institution of higher education utilizing public funds, if he presents:

(a) certification by the appropriate state vocational rehabilitation agency that he is a "blind person" or a "deaf person"; and is a client of the agency, which certification shall be deemed conclusive;

- (1) a high school diploma or its equivalent;
- (2) proof of good moral character, which may be evidenced by a letter of recommendation from the principal of the high school attended by the deaf or blind individual or, if the high school no longer exists or if the principal cannot be located, a letter of recommendation from the individual's clergyman, a public official, or some other responsible person who knows the deaf or blind individual and is willing to attest to his good moral character; and
- (3) proof that he meets all other entrance requirements of the institution.

#### **FOSTER OR RESIDENTIAL CARE PERSONS**

STATUTE: 54.211, Texas Education Code, (H.B. 1356) A student is exempt from the payment of tuition and fees authorized in this chapter if the student:

- (a) was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday; and
- (b) enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

#### **TEACHING OR RESEARCH ASSISTANTS**

Teaching or research assistants employed at least half-time by any public institution of higher education in a degree program-related position, with an effective date of employment on or before the official census date of the relevant term(s), may apply to pay the same tuition while attending the employing institution as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. The institution which employs the students shall determine whether or not the students' jobs relate to their degree programs. To be entitled to pay the resident tuition, eligible students must submit, prior to the time of each enrollment, an application which includes if required, a statement from the employing department, to the Office of Admissions and Evaluation.

#### **PATRICIA ROBERTS HARRIS FELLOWSHIPS**

The fellowship may be available to highly qualified women and/or minority students traditionally under-represented in specific academic fields. Contact the academic department or the Graduate School for details.

#### **ACADEMIC COMMON MARKET**

The University of Texas at El Paso is a participating member of the Academic Common Market, a cooperative tuition-reduction agreement among fourteen Southern Regional Education Board states. If the public institutions in your home state do not offer a degree program in your chosen field of study, it may be possible to arrange a waiver of non-resident tuition to attend UTEP (or any other cooperating public institution of higher education in an Academic Common Market state) for that program. Likewise, Texas residents may be eligible for resident-rate tuition for member-state schools for degree programs not available in Texas public institutions. A listing of member states and eligible degree programs are available in the Office of Graduate Student Services.



# **UNDERGRADUATE ADMISSION, POLICIES AND PROCEDURES**

# Admission to the University

## UNDERGRADUATE ADMISSION REQUIREMENTS

### APPLICATION SUBMISSION DATES

Applications from citizens and permanent residents of the United States are due by the dates below. Applications submitted after the Application Due Date must be accompanied by a non-refundable \$15 late application fee. All required documents must be submitted before the Document Deadline.

| Semester | Application Due Date | Document Deadline |
|----------|----------------------|-------------------|
| Fall     | May 1                | July 31           |
| Spring   | October 1            | November 30       |
| Summer   | March 1              | April 30          |

Applications from international students must be accompanied by a non-refundable \$65 check or money order (US dollars) made payable to The University of Texas at El Paso. All required documents must be submitted by the following dates:

| Semester | International Document Deadline |
|----------|---------------------------------|
| Fall     | May 1                           |
| Spring   | October 1                       |
| Summer   | March 1                         |

### FRESHMEN ADMISSION

#### Applicants Who Graduated from U.S. High Schools within the Past Five Years

Admission to the University is based on high school academic preparation, final high school rank, and Scholastic Assessment Test (SAT) or American College Test (ACT) scores. Applicants must be either in the upper half of their high school graduating class or must score a minimum of 920 on the SAT or a 20 composite on the ACT. Residents of Texas who meet the high school preparation but who meet neither the rank nor test score requirement are given an opportunity to attend the University under the provisions of the freshman START Program.

**HIGH SCHOOL PREPARATION:** The University strongly encourages students to take high school courses that will give them the academic preparation necessary to pursue a baccalaureate degree. The high school curriculum listed below constitutes the current recommended preparation for university level work.

| SUBJECT  | CREDITS |
|--|---------|
| English  | 4       |
| Mathematics (Algebra I & II and Geometry)<br>(plus 1 year of Precalculus,<br>Trigonometry, Analytic Geometry, or<br>Elementary Analysis for Science and<br>Engineering majors) | 3 - 4   |
| Natural Science<br>(Physical Science, Biology I & II,<br>Chemistry I & II, Physics I & II,<br>or Science 3 & 4)  | 3       |
| Social Studies<br>(1 year each of U.S. History, World<br>History, and World Geography, 1/2 year<br>each of Economics and U.S. Government)                                      | 4       |
| Foreign Language<br>3 years of the same language   | 3       |

|                  |     |
|------------------|-----|
| Health           | 0.5 |
| Fine Arts        | 1   |
| P.E.             | 1.5 |
| Computer Science | 1   |

Using one year of high school study to equal one credit, the recommended list requires 21 or 22 credits. The course work listed above will be required for admission to the University beginning with the summer session of 2004. All students admitted for the summer session of 2000 and later must have completed four years of English. Additionally, for admission beginning the summer of 2000 students must have completed 16.5 of the credits above (including 4 in English). Students in science and engineering need an additional credit, preferably in mathematics. Students admitted for the summer session 2002 must have completed 18.5 of the credits above (including 4 in English). Students in science and engineering need an additional credit, preferably in mathematics.

### TRANSFER ADMISSION

Applicants who have completed 12 semester hours with grades of "C" or better with an overall 2.0 ("C") grade point average are eligible for admission to the University. Applicants who graduated from high school within the past 5 years and who do not meet the transfer hour and grade point average requirements must meet the high school preparation, rank, and SAT/ACT requirements for regular freshman admission.

Students who do not meet the above criteria should refer to page 23 of the 1993-1995 Undergraduate Studies Catalog.

For detailed information concerning admission, contact the Admissions Office at (915) 747-5576.

### 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 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.

Students with 3 or more semester credit hours awarded prior to Fall 1989 are exempt from the Texas Academic Skills Program regardless of any election of Academic Fresh Start.

The Academic Fresh Start Program Acknowledgement must be returned to the Admissions Office before the Document Deadline Date of the semester for which the student is applying.

# Policies and Procedures

## Academic Regulations

### CREDIT BY EXAMINATION

The University recognizes academic achievement acquired through means other than performance in organized classes. All students are given the opportunity to receive credit by examination. There are four ways in which course credit may be earned, including (1) the College Entrance Examination Board's College Level Examination Program (CLEP) Subject and General Examinations, (2) CEEB Advanced Placement Examinations, (3) CEEB Achievement Tests, and (4) Departmental Examinations prepared, administered, and scored by UTEP faculty members who teach the related course. Official CLEP, advanced placement, and achievement score reports must be sent directly to the Admissions Office from the testing agency. Departmental test results and recommendations must be sent directly to the Registrar's Office. Credit earned by examination is recorded on the official UTEP academic record after the student's first semester of enrollment at the University.

For further information on Credit by Examination Policies and a current listing of credit available by examination, contact the Admissions Office, Academic Services Building, or call (915) 747-5576.

### PLACEMENT EXAMINATIONS

All new freshmen must satisfy placement requirements in reading, writing and mathematics. The Test of Standard Written English portion of the SAT (prior to March 1994) and the English portion of the ACT may be used to satisfy the writing placement requirement. The reading and mathematics placement tests are University examinations that are required by all new freshmen prior to their first semester of enrollment. Transfer students who have college level credit in English or Mathematics are not required to take placement tests in those areas.

Placement examinations are used to determine the appropriate placement level in classes. Credit is not awarded for these examinations. Placement examinations are available in the following areas: English, Mathematics, Reading, Spanish, French, Speech, Computer Information Systems, and English for Speakers of Other Languages.

| Test used<br>for Admission    | Required Placement Test |         |      |      |
|-------------------------------|-------------------------|---------|------|------|
|                               | Writing                 | Reading | Math | SLEP |
| ACT                           | NO                      | YES     | YES  | NO   |
| SAT (Before<br>March 1, 1994) | NO                      | YES     | YES  | NO   |
| SAT (Since<br>March 1, 1994)  | YES                     | YES     | YES  | NO   |
| PAA or TOEFL                  | NO                      | NO      | YES  | YES  |
| NONE                          | YES                     | YES     | YES  | NO   |

The Secondary Level English Proficiency (SLEP) placement examination is required of all students whose secondary education was not in English and who took the TOEFL or PAA for admissions purposes. Students enrolling in ESOL are expected to complete the appropriate course sequence and may not retest after enrolling in ESOL classes. Students may retest only if they have not enrolled in an ESOL course during the 12 months following the test date, or with approval of the ESOL coordinator if they provide proof that they have attended ESOL classes at another institution. For further information concerning the placement examinations or information about time and place of the exams, contact the Office of Student Assessment and Testing, Education Building, Room 210, or call (915) 747-5009.

All decisions regarding specific tests for credit or placement, cut-off scores, and eligibility to take examinations are made by the appropriate academic department with the concurrence of the academic dean. Changes made in the regulations, tests, and cut-off scores become effective at the end of the semester in which the change is approved.

## RESOLUTION OF TRANSFER DISPUTES FOR LOWER DIVISION COURSES

The Texas Higher Education Coordinating Board has issued guidelines for the resolution of transfer disputes between Texas colleges and universities. These guidelines are designed to facilitate the transfer of lower division courses and to clarify for students their rights and responsibilities as potential transfer students. The transfer curricula shall be as prescribed by the current issue of the Coordinating Board's guide to transfer curricula and transfer of credit.

The following procedures (as outlined in the Texas Higher Education Coordinating Board Rule Chapter 5, Subchapter S, Section 5.393) shall be followed by public institutions of higher education in the resolution of transfer disputes involving 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, that institution shall give written notice to the student and the other institution that the transfer of the course credit is denied.

The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with the Coordinating Board rules and/or guidelines.

If the transfer dispute is not resolved to the satisfaction of the student or the institution at which the credit was earned within 45 days after the date the student received written notice of the denial, the institution whose credit is denied shall notify the Commissioner of Higher Education or the Commissioner's designee who shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the student and institutions.

UTEP students who have difficulty having UTEP credit accepted at other Texas public institutions should contact the Director of Admissions at UTEP for initiation of the transfer dispute resolution process.

Questions concerning the evaluation of transfer credit should be referred to the Admissions Office.

## TEXAS ACADEMIC SKILLS PROGRAM (TASP)

The Texas Academic Skills Program (TASP) is a State-mandated instructional program designed to ensure that students enrolled in Texas public colleges and universities possess the basic skills in reading, writing, and mathematics necessary for university courses. The test is not required for admission, and TASP test results are not considered in making admissions decisions.

In accordance with Texas Education Code, Section 51.306, students in the following categories who have not earned at least 3 university credit hours before Fall 1989 must take the TASP test prior to the accumulation of 9 university credit hours: (1) all full-time and part-time freshmen enrolled in certificate or degree programs; (2) all other students, including transfers from private or out-of-state institutions, prior to the accumulation of 9 or more college-level semester credit hours or the equivalent in a Texas public institution of higher education; and (3) all students interested in teacher education.

Following admission to the University, the program identifies students in need of further academic preparation in specific areas and requires them to participate in academic skills development courses or programs each semester until they have attained the necessary skill levels. Incoming students who believe they have the academic skills necessary to undertake college-level work are encouraged to take the TASP test before enrolling at the University.

### SUMMARY OF TASP TEST REQUIREMENTS:

1. All new freshmen are required to take UTEP's diagnostic placement tests in reading, writing, and mathematics before their first semester of enrollment. These tests are given by UTEP's Department of Testing and Student Assessment and are for course placement purposes only. Placement tests are not a substitute for the TASP test; both tests are required. Transfer students who have college level credit in English and Mathematics are not required to take the University placement tests but must take the TASP test unless they are exempt.

2. Students who earned at least 3 semester hours of college credit prior to Fall 1989 are TASP exempt unless they are seeking admission into a teacher education program. Students interested in teacher education must pass all parts of the TASP test before being allowed to take upper division teacher education courses.
3. Students with 3 or more semester credit hours awarded prior to fall semester, 1989, are exempt from TASP regardless of any election of academic fresh start.
4. The law exempts students who have a composite score on the TAAS, ACT, or SAT at or above the level set by the Texas Higher Education Coordinating Board: (effective fall, 1993) TAAS - minimum scale score of 1780 on the writing test and a Texas Learning Index (TLI) of 86 on the mathematical test and 89 on reading test; (effective April, 1995) SAT - recentered scores of 1180 combined with a minimum of 550 on the mathematical and verbal tests each; (prior to April, 1995) SAT - original scale scores of 1090 combined with a minimum of 530 on the mathematical test and 470 on the verbal test; (effective fall, 1995) ACT - composite score of 26 with a 22 minimum on the mathematics and English tests each. For exemption purposes, a TAAS score is valid for three years and a SAT or ACT score is valid for five years.
5. Beginning September 1, 1995, Texas law requires public college freshman and other incoming students who are deaf to pass the Stanford Achievement Test. Deaf students who enter a public or private teacher preparation program are also required to pass the Stanford Achievement Test. (The Stanford Achievement Test is required of deaf students in lieu of TASP, which must be taken by other college students.)  
Students who are deaf are exempt from this requirement if they have earned three semester hours of college-level credit prior to the fall 1995 semester.  
The Stanford Achievement Test must be taken during the semester in which nine semester credit hours of college-level coursework are accumulated or the student will not be permitted to enroll for additional college-level coursework.
6. A student may not claim exemption from TASP for courses taken prior to Fall 1989 if the student has elected to ignore those courses pursuant to the "academic fresh start" statute, Section 51.929, Texas Education Code.
7. Deadlines for taking the TASP test:
  - a. Incoming freshmen must take the placement tests in reading, writing, and mathematics before their first semester of enrollment and must take the TASP test prior to completion of 9 semester hours of college level work.
  - b. Transfer students from Texas public colleges or universities who have earned a total of 9 or more semester hours of college level work before enrolling at UTEP must submit official TASP scores to the Office of Admission and Evaluation before being allowed to register.
  - c. Transfer students from Texas public colleges or universities who have earned fewer than 9 semester hours of college level work before enrolling at UTEP will be allowed to register. However, the TASP test must be taken before completion of 9 hours of college level work, including work transferred from previous Texas public colleges or universities.
  - d. Transfer students from private or out-of-state schools who have no previous Texas public college hours will be allowed to enroll but must take the TASP test before completion of 9 semester hours of college level work at UTEP. Students in this category who have accumulated 60 or more hours will be allowed to take up to 9 semester hours at UTEP, including junior and senior level courses, before they must take and pass all portions of the TASP.
8. Failure to take the TASP test before the deadlines noted above will preclude enrollment in collegiate level courses. Students who register will be disenrolled if TASP scores are not received by the University.
9. In general, a student whose performance on the TASP is below the standard set by the Coordinating Board for a tested skill area must continuously participate in an advising and remediation program and may not enroll in any upper division courses, completion of which would give the student 60 or more semester hours of college level credit, until all portions of the TASP test have been passed. Enrollment in lower division, pre-collegiate, and non-credit courses will be allowed.

All sections of the TASP must be passed prior to completion and award of a certificate or degree.

TASP regulations may change on a yearly basis. Consult the Class Schedule or the Academic Advising Center each term for current TASP requirements.

Additional TASP and Stanford Achievement Test information, including the rules adopted by the Texas Higher Education Coordinating Board, is available in the Academic Advising Center, Academic Services Building, at (915) 747-5290.

ACADEMIC FRESH START PROGRAM (Texas Education Code, 51.929)

Refer to the section on Undergraduate Admission to the University.

#### 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.

#### LIMITS ON UNDERGRADUATE COURSE ENROLLMENTS

In most instances a student may enroll in an undergraduate class a maximum of three times, EXCEPT WITH THE PERMISSION OF THE STUDENT'S ACADEMIC DEAN. A student may enroll more than three times in a variable-topic, studio, performance, workshop or other course that is identified as "may be repeated for credit." This includes enrollments that result in a grade of 'W', 'F', 'D', or 'P'. It does not apply to courses taken prior to a student's re-enrolling under "Option 2" of Reinstatement After Extended Absence, or Academic Fresh Start. Individual colleges may have more restrictive policies.

A student may not enroll in a course in which a grade of C or higher has been previously earned (except for a variable-topic, studio, performance, workshop or other course that is identified as "may be repeated for credit"). Moreover, a student may not enroll in a course in which he or she has an unresolved grade of I.

#### NATIONAL STUDENT EXCHANGE PROGRAM

UTEP is a member of the National Student Exchange (NSE) Program which is a consortium of more than 100 state supported colleges and universities. The program offers students the opportunity to broaden their academic and cultural awareness in different geographical settings across the United States and its territories. Students are able to enroll at a host university for up to one academic year and pay in-state tuition rates.

To qualify a student must be a full-time student at the time of the application and the semester prior to the exchange, have a cumulative grade point average (GPA) of 2.5, and be a sophomore or junior at the time of the exchange. For further information, contact the NSE Coordinator at the Honors House at (915) 747-5858.