

# Graduate Forms AY 2021-2022

Information revised as of Spring 2022



# Definitions

**INITIATOR:** Person or department that initiates the process of a graduate form for the benefit of the student.

**APPROVER:** Entity/Administrator that verifies that compliance is being met once a request is submitted. Compliance includes GPA requirements, enrollment, that Graduate School guidelines are being met, amongst others.

**PROCESSOR:** Department/entity that process the request into the system (Banner) once approval is granted from all entities/administrator.

# WHAT HAS CHANGED?

- A) IN-STATE TUITION WAIVERS
- B) APPLICATIONS FOR CANDIDACY (*DOCTORAL STUDENTS ONLY*)
- C) APPLICATIONS FOR GRADUATE DEGREE (*FOR DOCTORAL AND MASTER STUDENTS*)

# In-State Tuition Waiver

## Previous Approval Process

**INITIATOR:** Student

**APPROVER(1<sup>st</sup>):** Department *(cost center information needs to be provided)*

**APPROVER(2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

## Current **Electronic** Approval Process

**INITIATOR:** Department


**APPROVER:** CAO/Associate Dean (Dr. Eric MacDonald)

**PROCESSOR:** Graduate School

**A notification is sent to the Dean's Office after approval process is completed**

**IMPORTANT: NEW ELECTRONIC FORM IS ONLY APPLICABLE FOR STUDENTS THAT ARE APPOINTED AS RA's, TA's & GA's at 20 HOURS FOR THE CURRENT TERM.**

## PREVIOUS VERSION OF THE FORM

 **GRADUATE SCHOOL**  
Mike Loy Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

**VERIFICATION OF TA/RA/AI/PARTICIPANT AWARD**  
Waiver of Non-Resident Tuition Rate

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ PeopleSoft ID: \_\_\_\_\_  
Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ UTEP ID: \_\_\_\_\_ Term: ☐ Fall ☐ Spring ☐ Summer ☐ May ☐ Winter Year: \_\_\_\_  
Program: \_\_\_\_\_ College: \_\_\_\_\_ ☐ Master's ☐ Doctoral

☐ Assistant Instructor ☐ Participant Award ☐ Research Assistant ☐ Research Associate ☐ Teaching Assistant ☐ Graduate Assistant

Consistent with statutory regulations, all TA/RA/AI appointments must be in areas related to the student's program of study. Academic departments must submit this verification to the Graduate School each semester or on an annual basis, depending on the length of the student's appointment.  
■ Waiver CANNOT be processed after the official census day. (No exceptions can be made)

If the non-resident tuition waiver is also being requested for a dependant of a TA/RA/AI/PAW, complete the following:  
(Proof of relationship must be attached). Dependents must meet the academic requirements.

Dependent Name: \_\_\_\_\_ UTEP ID: \_\_\_\_\_  
Relationship to TA/RA/AI/PAW recipient: ☐ Spouse ☐ Dependent Child PeopleSoft ID: \_\_\_\_\_

I certify that all the above conditions have been met. If determined ineligible, I understand that I must pay non-resident tuition or I will be subject to disenrollment. Arrangements for any additional payments will be made with the Cashier's Office prior to the census date of the term in question.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Departmental Approval for TA/RA/AI Appointment**  
I certify that this student will be working as a TA/RA/AI for no less than 20 hrs/wk throughout the semester indicated in an area related to his/her program of study. Student must meet academic requirements.  
GPA: \_\_\_\_\_ Hours Enrolled: \_\_\_\_\_ Cost Center: \_\_\_\_\_ Actual Amount per Semester: \_\_\_\_\_  
TOEFL Score: \_\_\_\_\_ Appointing Dept. Chair: \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For appointments in area other than the student's major, you may be required to provide a brief rationale demonstrating how the appointment is related to the student's graduate program.

**Departmental Approval for Participant Award**  
(The award must be competitive. Please provide the following: a letter of justification with criteria used to award, and list of applicant pool.)  
Cost Center: \_\_\_\_\_ Supervising Professor: \_\_\_\_\_ Department Chair: \_\_\_\_\_  
Participant Award project or experience: \_\_\_\_\_ Amount: \_\_\_\_\_

**IF THIS FORM IS NOT FILLED OUT CORRECTLY IT WILL NOT BE PROCESSED**

College Dean Signature & Date: \_\_\_\_\_ Graduate School Signature & Date: \_\_\_\_\_

Document Last Revised: 02/16 For more information please contact the Graduate School at gradschool@utep.edu or at (915) 747.5491



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**New Electronic form available:** <https://forms.utep.edu/form.aspx?pid=303bd7c4-e334-4570-af66-867e2a2fad48&formid=264b6746-a3ef-43a2-b689-92bf5193c511>

## Summary for In-State Tuition Waivers

### In-State Tuition Waivers for Students Who are Employed at UTEP

An undergraduate or graduate student at UTEP may receive in-state tuition IF the student:

- is either:
  - employed as a Teaching Assistant (TA) or Research Assistant (RA), or
  - the spouse or child of a TA or RA at UTEP;
- is able to provide proof of an active TA or RA appointment at the time of the request;
- submits their request prior to census day of the semester for which they are seeking the waiver;
- is employed at least one-half time (20 hours per week); and
- ~~is~~ employed in a TA or RA which relates to the student's degree program (e.g. not to include clerical, nor non-discipline-related job duties).

### In-State Tuition Waivers for Students Who Receive a Scholarship

A student who receives at least \$1000 for the academic year or summer term may receive in-state tuition IF:

- The student is enrolled in the semester of the award (credit hours as per eligibility for the award).
- The award is an institutional scholarship (i.e. not a participation award from a research grant).
- There is a competition within UTEP in order to receive the award, such that:
  - other competitors for the award are students, AND
  - ~~the~~ competition is open to Texas residents.
- The money is awarded by a scholarship committee, which resides in the Scholarship Office:
  - The scholarship committee must be officially recognized by the administration and be approved by the THECB.

Outside of the scope of the college or department, there are administrative restrictions in approving an in-state tuition waiver:

- The total number of students receiving this waiver is limited. The number for any semester cannot exceed 5% of ~~the~~ of the total number of students enrolled at UTEP 12 months ago.
- Other budgetary restrictions. (The value of the waiver cannot be used to reduce ~~the~~ general revenue UTEP appropriation.)



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# In-State Tuition Texas Law

- Students Receiving an Appointment from an Institution:

Sec. 54.212. TEACHING OR RESEARCH ASSISTANT. A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution.

TA/RA

Transferred and redesignated from Education Code, Section 54.063 by Acts 2011, 82nd Leg., R.S., Ch. 359 (S.B. 32), Sec. 1, eff. January 1, 2012.



# In-State Tuition Texas Law

- Students Receiving a Competitive Scholarship:

Sec. 54.213. SCHOLARSHIP STUDENT. (a) An institution of higher education may charge a nonresident student who holds a competitive scholarship of at least \$1,000 for the academic year or summer term for which the student is enrolled resident tuition and fees without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the coordinating board.

Scholarship  
\* Must be  
approved by  
THCB



# FORMS FOR CURRENT UTEP STUDENTS



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# Reservation for Graduate Credit

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Graduate Advisor

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form available:** [https://www.utep.edu/graduate/Files/docs/admission-and-enrollment/reservation\\_graduate\\_credit\\_form.pdf](https://www.utep.edu/graduate/Files/docs/admission-and-enrollment/reservation_graduate_credit_form.pdf)



## GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

## RESERVATION FOR GRADUATE CREDIT

Restricted to current UTEP undergraduate students  
in the final semester of undergraduate study

Name: \_\_\_\_\_ UTEP ID: \_\_\_\_\_ E-mail: \_\_\_\_\_

Read the following before submitting your request to enroll in graduate courses on a reserved for graduate credit basis:

- This option is limited to one term/final term.
- The undergraduate student must be in the final semester of study and not lack more than 12 semester hours of coursework to complete all requirements for the baccalaureate degree.
- The applicant must have a 3.0 grade point average in all upper level courses.
- Total registration for ALL coursework must NOT exceed 15 credit hours for Fall and Spring sessions and 9 credit hours for summer sessions.
- Enrollment in graduate course must be approved by the departmental/program graduate advisor.
- Research, seminar, individual studies or thesis courses cannot be reserved for graduate credit.
- Reservation for graduate credit courses will appear on a separate GRADUATE level transcript.
- Grades earned on reserved courses will become part of the permanent graduate history/transcript and will affect the graduate cumulative grade point average.
- Reservation for graduate credit does not constitute admission to the Graduate School.
- Credit for graduate courses cannot be counted towards a baccalaureate degree; it can only be reserved toward a graduate degree.
- A student who has a baccalaureate degree cannot reserve courses for graduate credit unless enrolled at the undergraduate level working toward a second baccalaureate degree.
- Submit this form to the Graduate School for final approval and processing. Enrollment in GR courses for graduate credit can only be processed by the Graduate School.

By signing below, the student agrees to reserve courses which will become part of the permanent graduate transcript.

Total enrollment including requested graduate courses: \_\_\_\_\_ Upper Level GPA: \_\_\_\_\_

Total undergraduate course hours lacking for Bachelor's Degree: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

This request is to enroll in the following courses during the following term: \_\_\_\_\_

CN					
SUBJECT					
COURSE NUMBER					

Student Signature & Date: \_\_\_\_\_ Graduate Advisor Signature & Date: \_\_\_\_\_

College Dean Signature & Date: \_\_\_\_\_ Graduate School Signature & Date: \_\_\_\_\_



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# Fast Track Combined BS/MS Program Application

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Undergraduate Advisor

**APPROVER (2<sup>nd</sup>):** Graduate Advisor

**APPROVER (3<sup>rd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

Form available: [https://www.utep.edu/graduate/\\_Files/docs/admission-and-enrollment/fast-track.pdf](https://www.utep.edu/graduate/_Files/docs/admission-and-enrollment/fast-track.pdf)



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### GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue, El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
utep.edu/graduate

**FAST TRACK COMBINED  
BACHELOR'S/MASTER'S PROGRAM  
STUDENT APPLICATION FORM  
Submit to the Graduate School**

#### Application Requirements:

The Fast Track Combined Bachelor's/Master's Program enables outstanding undergraduate UTEP students to receive dual undergraduate and graduate credit for up to 15 hours of UTEP graduate course work as determined by participating master's and doctoral programs. Interested students must:

- Have successfully completed at least 60 hours of undergraduate coursework toward their first undergraduate degree with a minimum of 24 of those hours at UTEP.
- Have and maintain a minimum 3.30 undergraduate GPA.
- Satisfy additional requirements set by participating graduate programs.

#### Instructions for first-time applicants to the Fast Track Combined Bachelor's/Master's Program:

Complete this form and obtain all required signatures. Apply to the graduate program of your choice using the online graduate admission application located on the Graduate School website. Submit a scanned copy of this completed form with the graduate school application.

Please note that upon completion of the Bachelor's degree, you must complete all pending admission requirements for formal admission to the graduate program.

#### Notes:

1. Each participating undergraduate academic program will determine which 5000 level courses will count toward the undergraduate degree. The Graduate School will maintain an inventory of all approved courses.
2. Students must be advised each semester at the departmental level by both the undergraduate and graduate advisors and cleared for registration in graduate courses by the Graduate School.
3. Students must earn a B or better in the graduate course to count as graduate credit. The earned grade will first appear on the undergraduate transcript. If the grade is a C, it will not count toward the graduate degree but will still count toward the undergraduate degree. Upon admission into the Graduate School, the earned credit will appear on the graduate transcript.
4. Tuition will be based on the level of the course, not the level of the student. Financial aid may be adjusted.
5. Exceptions to these guidelines will be handled through an appeal process established by the participating graduate program.

Students who have previously applied to the program, simply complete the form below.

Name:			I am a:	<input type="checkbox"/> first time applicant	<input checked="" type="checkbox"/> returning participant
UTEP ID Number:			Email Address:		
Undergraduate Program:			Intended Graduate Program:		
<b>Approved Coursework:</b>					
Course Prefix, No. & CRN:			Semester & Year:		
Course Prefix, No. & CRN:			Semester & Year:		
Course Prefix, No. & CRN:			Semester & Year:		
Course Prefix, No. & CRN:			Semester & Year:		
Course Prefix, No. & CRN:			Semester & Year:		

I request enrollment in the above listed courses.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature of Undergraduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature of Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature of College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Signature of Graduate School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted students will take a selected set of graduate courses that will meet the educational requirements of both graduate and undergraduate degree. A total of up to 15 hours of graduate coursework will be allowed. Each program will certify individual program requirements.

Document Last Revised: 01/19

# Course Substitution Petition

## Current Approval Process

**INITIATOR:** Graduate Program Director



**APPROVER (1<sup>st</sup>):** Department Chair

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form available:** Available to request in the Dean's Office to Paulina Alvarado

**NOTE:** Memos & Notifications will also be accepted by the Graduate School with the condition that the College of Engineering, Dean's Office is included in the notification process.

**Course Substitution Petition**  
College of Engineering  
The University of Texas at El Paso

<b>Student Name:</b>	
<b>ID #</b>	
<b>UTEP email:</b>	@miners.utep.edu
<b>Cell Phone #:</b>	915-XXX-XXXX
<b>MAJOR:</b>	

The student identified above has taken course(s) that should be utilized as substitutions for required or elective courses on his/her UTEP degree plan. The course(s) are enumerated below, and justifications for the substitutions are listed below.

**Instructions:** Please edit the examples provided below, and add or eliminate rows in the table below, as needed. Each substitution action must have an associated justification; please edit samples as appropriate. Total substitution credit hours must be equal to, or greater than, substituted credit hours.

Action #	SUBSTITUTE COURSE(s) taken at				REQUIRED COURSE(s) at UTEP		
	UTSA						
	Course as it appears on UTEP transcript				Course as it appears on UTEP degree plan		
	Course (SUBJ & #)	Course Title	Grade	SCH	Course # (SUBJ & #)	Course Title	SCH
1							
2							
3							
4							
				TOTAL CREDIT HOURS	TOTAL CREDIT HOURS		

**Justification:**

- 
- 
- 
- 

Approvals:

_____ Academic Advisor	_____ Advisor's Signature	_____ Date
_____ Chair	_____ Chair's Signature	_____ Date
<u>Dr. Benjamin C. Flores</u> Associate Dean of Engineering	_____ Signature	_____ Date

--- for E-Paso Office use ONLY ---

SHEET: **Summer 2018 (201830)** ENTRY #: \_\_\_\_\_ Logged By: \_\_\_\_\_ DATE: \_\_\_\_\_, 2018  
Processed By: \_\_\_\_\_ DATE: \_\_\_\_\_, 2018



THE UNIVERSITY OF TEXAS AT EL PASO

# Doctoral Degree Progress Report

## Current Approval Process

**INITIATOR:** Candidate

**APPROVER (1<sup>st</sup>):** Dissertation Supervisor

**APPROVER (2<sup>nd</sup>):** Doctoral Program Director

**APPROVER (3<sup>rd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form available:**

[https://www.utep.edu/graduate/\\_Files/docs/forms/forms/Doctoral\\_Progress\\_Report\\_Form3.pdf](https://www.utep.edu/graduate/_Files/docs/forms/forms/Doctoral_Progress_Report_Form3.pdf)



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## GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5768  
graduate.utep.edu

## DOCTORAL STUDENT PROGRESS REPORT

Submit to the Graduate School

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Student E-mail Address: \_\_\_\_\_  
Degree & Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Have you reached & filed for Candidacy? \_\_\_\_\_ Candidacy Conferal Date: \_\_\_\_\_

### Dissertation Committee


### Dissertation Committee


1. What progress have you made toward your degree in the past year? (Do not include progress recorded in a previous report.)


2. List the remaining requirements for your dissertation and a timetable for completion.


	Name	Signature	Date
CANDIDATE:	_____	_____	_____
DISSERTATION SUPERVISOR:	_____	_____	_____
DOCTORAL PROGRAM DIRECTOR:	_____	_____	_____
COLLEGE DEAN:	_____	_____	_____
GRADUATE SCHOOL:	_____	_____	_____

Document Last Revised: 01/19

For more information please contact gradschoolorgraduation@utep.edu

# Diana Natalicio Dissertation Research Fellows Program

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Dissertation Chair

**APPROVER (2<sup>nd</sup>):** Doctoral Program Director

**PROCESSOR:** Graduate School

**Form available:** <https://www.utep.edu/graduate/funding/internal-funding.html#nat>



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(915) 747-5491 Fax (915) 747-5788  
[www.utep.edu/graduate](http://www.utep.edu/graduate)

**DIANA NATALICIO DISSERTATION  
RESEARCH FELLOWS PROGRAM**  
Nomination Instructions/Coversheet  
Page 2 of 2

- ☒ Coversheet
- ☐ Dissertation Proposal Summary
- ☐ Letter of Support
- ☐ Letter of Verification
- ☐ CV
- ☐ Transcript

Student Name: \_\_\_\_\_

Doctoral Program: \_\_\_\_\_

800#: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

Total Doctoral Hours Accumulated to Date: \_\_\_\_\_

Doctoral Program GPA: \_\_\_\_\_

Date of Admission to Doctoral Program: \_\_\_\_\_

Planned Graduation Date: \_\_\_\_\_

Dissertation Title: \_\_\_\_\_

Dissertation Chair: \_\_\_\_\_

Dissertation Chair Email: \_\_\_\_\_

Doctoral Program Director: \_\_\_\_\_

Doctoral Program Director Email: \_\_\_\_\_

For more information please contact Dr. Shannon Connelly at [sconnelly@utep.edu](mailto:sconnelly@utep.edu) or at (915) 747.7900.  
Document Last Revised: 03/2020



THE UNIVERSITY OF TEXAS AT EL PASO



# GRADUATION FORMS FOR DOCTORAL STUDENTS



THE UNIVERSITY OF TEXAS AT EL PASO

# Application for Candidacy

## Previous Approval Process

**INITIATOR:** Candidate

**APPROVER(1<sup>st</sup>):** Doctoral Program Director

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

## Current **Electronic** Approval Process

**INITIATOR:** Candidate

**APPROVER:** Doctoral Program Director


**PROCESSOR:** Graduate School

**A notification is sent to the Dean's Office after approval process is completed**



THE UNIVERSITY OF TEXAS AT EL PASO

## PREVIOUS VERSION OF THE FORM

 **GRADUATE SCHOOL**  
Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue, El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-6766  
graduate.utep.edu

**APPLICATION FOR CANDIDACY  
FOR DOCTORAL STUDENTS ONLY**  
*SUBMIT AFTER DEFENDING THE PROPOSAL*  
Please attach a Degree Plan

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Degree: \_\_\_\_\_  
Doctoral Program: \_\_\_\_\_ Major: \_\_\_\_\_  
College: \_\_\_\_\_ Term of Admission: \_\_\_\_\_

**DATE OF QUALIFYING EXAMS (IF REQUIRED)**

EXAM #1	EXAM #2	EXAM #3
_____	_____	_____

Date of Dissertation Proposal Defense: \_\_\_\_\_ Does your research involve human subjects? ☐ Yes ☐ No  
If yes, please provide your IRB number(s): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
First Term of Dissertation Enrollment: \_\_\_\_\_ Expected Term of Graduation: \_\_\_\_\_  
Title of Dissertation Proposal: \_\_\_\_\_

**Dissertation Committee**  
Graduate School policy requires a minimum of three committee members: two from within the program/major and one from outside the program/major. Graduate School policy also maintains that committee members must be members of the Graduate Faculty and requires the Committee Chair to be a permanent member of the Graduate Faculty. Departments or programs may impose additional membership criteria. You are responsible for adhering to policies of your department or program.

The Dissertation Committee affirms that the candidate listed above has presented and successfully defended an acceptable research topic and has the academic and professional background to address the topic. We also affirm that the candidate has completed coursework requirements, only lacking the completion of the dissertation to satisfy degree requirements.

Name	Signature	Date
Supervisor: _____	_____	_____
Co-Supervisor: _____	_____	_____
Member: _____	_____	_____
Member: _____	_____	_____
Member: _____	_____	_____
Member: _____	_____	_____
Member: _____	_____	_____

Name	Signature	Date
Candidate: _____	_____	_____
Doctoral Program Director: _____	_____	_____
College Dean: _____	_____	_____
Graduate School: _____	_____	_____

Document Last Revised: 05/16 For more information please contact the Graduate School at gradschool@utep.edu or at (915) 747.5491

**New electronic form available: <https://www.utep.edu/graduate/forms.html>**



# Application for Graduation for Doctoral Students

## Previous Approval Process

**INITIATOR:** Candidate

**APPROVER (1<sup>st</sup>):** Doctoral Program Director

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

## Current **Electronic** Approval Process

**INITIATOR:** Candidate

**APPROVER 1:** Chair of the Committee

**APPROVER 2:** Graduate Program Director

**PROCESSOR:** Graduate School

**A notification is sent to the Dean's Office after approval process is completed**

**Electronic Form available: <https://www.utep.edu/graduate/forms.html>**



THE UNIVERSITY OF TEXAS AT EL PASO

## PREVIOUS VERSION OF THE FORM

**GRADUATE SCHOOL**  
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(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

**APPLICATION FOR GRADUATE DEGREE**  
Submit to the Graduate School  
Page 1 of 2

**Applicant's Name:** (must match official University records on Goldmine -- your official name will be printed in the program, The Prospector, on the Commencement reader card and YOUR DIPLOMA)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ UTEP ID#: \_\_\_\_\_

**Diploma Mailing Address:** Your diploma will be mailed to this address

Number & Street / PO Box: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ ☐ Change my Mailing address in Goldmine to the one above

**IMPORTANT:** If you have the "confidential" indicator on your records, we will NOT publish your name in the official UTEP Commencement program nor release your name to external media outlets. Furthermore, your college may not include your name in any pre-commencement materials nor include your picture and/or name in any department/college websites. If you want your picture and/or name included in ALL of these, please come to Registration & Records to release the "confidential" indicator from your records.

The name as it appears on the official university record will be used for the commencement ceremony, publications and diploma. Please ensure that the name we have in our records is what you want printed on your diploma. You must complete and turn in a Name or Social Security Number Change Form in order to change your name but only if it is incorrect (see our website for details). Example: Your last name has your father's name and your mother's maiden name but only one is in the system. If you want your "full name" on your diploma then it must be in our records. This would also apply to any numbering or seniority (II, Sr., etc.). The only modification to the official name without such a name change would be in case of accents (é, ñ, ò, etc.) or middle initials in place of full middle name.

**Expected Graduation Date:** Select semester AND indicate year

☐ Fall 20\_\_\_\_ (December conferral) ☐ Spring 20\_\_\_\_ (May conferral) ☐ Summer 20\_\_\_\_ (August conferral)

☐ I will walk in December ceremony ☐ I will walk in May ceremony ☐ I will walk in May ceremony  
☐ I will not attend commencement ☐ I will not attend commencement ☐ I will walk in December ceremony  
☐ I will not attend commencement

**Section to be completed by your Graduate Program Advisor or Program Director**

Degree Code: \_\_\_\_\_ Major Code: \_\_\_\_\_ Concentration Code: \_\_\_\_\_

**Fill out the following IF APPLICABLE**

Title of Thesis/Dissertation/Project/Capstone/etc. \_\_\_\_\_

Scheduled Defense Date: \_\_\_\_\_

Committee Information	PRINTED NAME	SIGNATURE	DATE
Chair:	_____	_____	_____
Co-Chair:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals** This student is a candidate for the degree on the term as indicated above. All degree and major information on this application is correct.  
NOTE: A new application must be submitted if the student does not graduate.

Graduate Program Advisor or Program Director  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Document Last Revised: 04/16

# Completion Defense Form for Doctoral Students

## Current Approval Process

**INITIATOR:** Student Signature

**APPROVER (1<sup>st</sup>):** Program Director

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form Available:**

[https://www.utep.edu/graduate/\\_Files/docs/forms/completion\\_defense\\_doctoral\\_form.pdf](https://www.utep.edu/graduate/_Files/docs/forms/completion_defense_doctoral_form.pdf)



THE UNIVERSITY OF TEXAS AT EL PASO



## GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

## DISSERTATION DEFENSE FORM FOR DOCTORAL STUDENTS

Submit to the Graduate School

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_  
This is to certify that (Student Name): \_\_\_\_\_ successfully defended the dissertation on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Degree: \_\_\_\_\_ Major: \_\_\_\_\_

If needed, supplementary requirements such as publications or conference presentations as described below, have also been successfully completed. A memo is attached listing pending requirements not included below.

Supplementary Requirements: \_\_\_\_\_  
Verified by (Name & Title): \_\_\_\_\_

### Supervising Committee

Name of Chair/Co-Chair	Signature
_____	_____
_____	_____

Name of Committee Members	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Title of Dissertation: \_\_\_\_\_  
\_\_\_\_\_

_____	_____	_____
Doctoral Program Director Printed Name	Doctoral Program Director Signature	Date
_____	_____	_____
College Dean Signature	Date	_____



# GRADUATION FORMS FOR MASTER STUDENTS



THE UNIVERSITY OF TEXAS AT EL PASO

# Thesis Proposal Form for MS Students

## Current Approval Process

**INITIATOR:** Candidate

**APPROVER (1<sup>st</sup>):** Graduate Advisor

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)


**PROCESSOR:** Graduate School

**Form available:**

**[https://www.utep.edu/graduate/\\_Files/docs/forms/forms-for-masters-students/Thesis\\_Proposal\\_Form2.pdf](https://www.utep.edu/graduate/_Files/docs/forms/forms-for-masters-students/Thesis_Proposal_Form2.pdf)**



THE UNIVERSITY OF TEXAS AT EL PASO

**GRADUATE SCHOOL**  
Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

**THESIS PROPOSAL APPLICATION  
FOR MASTER'S STUDENTS ONLY**  
Submit to the Graduate School

---

Name:

Student ID:

E-mail:

Department/Program:

Major:

Degree:

Date of Thesis Proposal Defense:

Does your research involve human subjects? ☐ Yes ☐ No

If yes, please provide your IRB number(s):

First Term of Thesis Enrollment

Expected Term of Graduation:

Title of Thesis Proposal:

**Thesis/Research Committee**  

Graduate School policy requires a minimum of three committee members: two from within the program/major and one from outside the program/major. Graduate School policy also maintains that committee members must be members of the Graduate Faculty and requires the Committee Chair to be a permanent member of the Graduate Faculty. Departments or programs may impose additional membership criteria. You are responsible for adhering to policies of your department or program.

The Thesis/Research Committee affirms that the candidate listed above has presented and successfully defended an acceptable research topic and has the academic and professional background to address the topic. We also affirm that the candidate has completed coursework requirements, only lacking the completion of the thesis to satisfy degree requirements.

	Name	Signature	Date
Supervisor:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Co-Supervisor:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Member:	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Name	Signature	Date
Candidate:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate Advisor:	<input type="text"/>	<input type="text"/>	<input type="text"/>
College Dean:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate School:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Document Last Revised: 02/16

# Application for Graduation for Master Students

## Previous Approval Process

**INITIATOR:** Candidate

**APPROVER (1<sup>st</sup>):** Graduate Program Director

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

## Current **Electronic** Approval Process

**INITIATOR:** Candidate

**APPROVER 1:** Graduate Program Director

**APPROVER 2:** Chair of the Committee

*(If graduate candidates are pursuing a thesis option)*

**PROCESSOR:** Graduate School


**A notification is sent to the Dean's Office after approval process is completed**

**Electronic Form available:** <https://www.utep.edu/graduate/forms.html>



THE UNIVERSITY OF TEXAS AT EL PASO

## PREVIOUS VERSION OF THE FORM

**GRADUATE SCHOOL**  
Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue, El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

**APPLICATION FOR GRADUATE DEGREE**  
Submit to the Graduate School  
Page 1 of 2

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**Applicant's Name:** (must match official University records on Goldmine -- your official name will be printed in the program, The Prospector, on the Commencement reader card and YOUR DIPLOMA)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ UTEP ID#: \_\_\_\_\_

**Diploma Mailing Address:** Your diploma will be mailed to this address

Number & Street / PO Box: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ ☐ Change my Mailing address in Goldmine to the one above

**IMPORTANT:** If you have the "confidential" indicator on your records, we will NOT publish your name in the official UTEP Commencement program nor release your name to external media outlets. Furthermore, your college may not include your name in any pre-commencement materials nor include your picture and/or name in any department/college websites. If you want your picture and/or name included in ALL of these, please come to Registration & Records to release the "confidential" indicator from your records.

The name as it appears on the official university record will be used for the commencement ceremony, publications and diploma. Please ensure that the name we have in our records is what you want printed on your diploma. You must complete and turn in a Name or Social Security Number Change Form in order to change your name but only if it is incorrect (see our website for details). Example: Your last name has your father's name and your mother's maiden name but only one is in the system. If you want your "full name" on your diploma then it must be in our records. This would also apply to any numbering or seniority (II, Sr., etc.). The only modification to the official name without such a name change would be in case of accents (é, ñ, ô, etc.) or middle initials in place of full middle name.

**Expected Graduation Date:** Select semester AND indicate year

<input type="checkbox"/> Fall 20____ (December conferral)	<input type="checkbox"/> Spring 20____ (May conferral)	<input type="checkbox"/> Summer 20____ (August conferral)
<input type="checkbox"/> I will walk in December ceremony	<input type="checkbox"/> I will walk in May ceremony	<input type="checkbox"/> I will walk in May ceremony
<input type="checkbox"/> I will not attend commencement	<input type="checkbox"/> I will not attend commencement	<input type="checkbox"/> I will not attend commencement

**Section to be completed by your Graduate Program Advisor or Program Director**

Degree Code: \_\_\_\_\_ Major Code: \_\_\_\_\_ Concentration Code: \_\_\_\_\_

**Fill out the following IF APPLICABLE**

Title of Thesis/Dissertation/Project/Capstone/etc. \_\_\_\_\_  
\_\_\_\_\_  
Scheduled Defense Date: \_\_\_\_\_

<u>Committee Information</u>	PRINTED NAME	SIGNATURE	DATE
Chair:	_____	_____	_____
Co-Chair:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____
Member:	_____	_____	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals** This student is a candidate for the degree on the term as indicated above. All degree and major information on this application is correct.  
**NOTE:** A new application must be submitted if the student does not graduate.

Graduate Program Advisor or Program Director  
Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
College Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Graduate School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Document Last Revised: 04/16

# Completion/Defense Form for MS Students

## Current Approval Process

**INITIATOR:** Candidate

**APPROVER (1<sup>st</sup>):** Doctoral Program Director

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form available:**

[https://www.utep.edu/graduate/\\_Files/docs/forms/completion\\_defense\\_masters\\_form.pdf](https://www.utep.edu/graduate/_Files/docs/forms/completion_defense_masters_form.pdf)



THE UNIVERSITY OF TEXAS AT EL PASO



## GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
500 W. University Avenue El Paso, Texas 79968  
(915) 747-5491 Fax (915) 747-5788  
graduate.utep.edu

**COMPLETION/DEFENSE FORM  
FOR MASTER'S STUDENTS**  
Submit to the Graduate School

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_  
This is to certify that (Student Name): \_\_\_\_\_  
qualified for graduation based on successful completion of: \_\_\_\_\_  
Degree: \_\_\_\_\_ Major: \_\_\_\_\_

If needed, supplementary requirements such as publications or conference presentations as described below, have also been successfully completed. A memo is attached listing pending requirements not included below.

Supplementary Requirements: \_\_\_\_\_

Verified by (Name & Title): \_\_\_\_\_

### Supervising Committee

Name of Chair/Co-Chair

Signature

Name of Committee Members

Signature

Title of Work: \_\_\_\_\_

Graduate Advisor Printed Name

Graduate Advisor Signature

Date

College Dean Signature

Date

Document Last Revised: 02/16





# GRADUATE FORM FOR FACULTY



THE UNIVERSITY OF TEXAS AT EL PASO

# Application for Temporary Membership

## Current Approval Process

**INITIATOR:** Graduate Program Director

**APPROVER (1<sup>st</sup>):** Department Chair

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

Form available: [https://www.utep.edu/graduate/\\_Files/docs/APPLICATION-FOR-TEMPORARY-MEMBERSHIP-IN-THE-GRADUATE-FACULTY.pdf](https://www.utep.edu/graduate/_Files/docs/APPLICATION-FOR-TEMPORARY-MEMBERSHIP-IN-THE-GRADUATE-FACULTY.pdf)



THE UNIVERSITY OF TEXAS AT EL PASO



THE UNIVERSITY OF TEXAS AT EL PASO  
**GRADUATE SCHOOL**  
Mike Loya Academic Services Building, Room 223  
500 W. University Avenue, El Paso, Texas 79968  
Website: <http://www.utep.edu/graduate/>  
Phone: (915) 747-5491

**APPLICATION FOR TEMPORARY MEMBERSHIP  
IN THE GRADUATE FACULTY  
NONTENURED AND NONTENURE TRACK FACULTY**  
Submit to the Graduate School

Program faculty may recommend qualified individuals for temporary appointment to the graduate faculty for specific terms and purposes. Appointment requires recommendation of the program graduate committee and approval of the department chair or program director, the academic dean, and the dean of the graduate school. In the case of interdisciplinary programs, applications should include all relevant signatures.

Sponsoring UTEP Program or Department:  Date of Application:

Applicant's Printed Name:  Email:

Applicant's Signature:

Please attach a copy of a current academic C.V.

Briefly explain what role the applicant will play in the graduate program:

**Recommendation (please check all that apply):**

☐ **Type I** temporary graduate faculty may be assigned to teach graduate courses. Type I temporary graduate faculty will be appointed for a term that ends August 31 of the subsequent academic year (e.g., an appointment that begins Nov. 2019 will end Aug. 31 2021).

☐ **Type II** temporary graduate faculty may be assigned to serve as members of, but not chair, thesis and dissertation committees. This category also includes individuals who wish to serve thesis and dissertation committees and are not employed by UTEP. Type II temporary graduate faculty will be appointed for a term that ends August 31 of the subsequent academic year (e.g., an appointment that begins Nov. 2019 will end Aug. 31 2021).

☐ **Type III** temporary graduate faculty membership is designed to provide the opportunity for UTEP non-tenure track faculty and research staff with substantial research qualifications to participate fully in graduate programs. Type III membership requires approval by the graduate council and additional supporting materials may be requested. Type III temporary graduate faculty will be appointed for a term that ends August 31 of the 3rd academic year following the academic year of appointment (e.g., an appointment that begins Nov. 2019 will end Aug. 31 2023).

No recommendation is required to permit emeritus faculty to complete work with thesis and dissertation students, to teach graduate classes, or to serve on dissertation committees.

Program Director:  Printed Name:  Date:

Department Chair:  Printed Name:  Date:

Academic Dean:  Printed Name:  Date:

Forward the application to The Graduate School, Mike Loya Academic Services Bldg., Rm 223

Dean of the Graduate School:  Dr. Stephen Crites

Revised: Sep 30, 2019

RESET

# RECORDS & REGISTRATION FORMS



THE UNIVERSITY OF TEXAS AT EL PASO

# Grade Change Form

## Current Approval Process

**INITIATOR:** Instructor

**APPROVER (1<sup>st</sup>):** Department Chair

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**APPROVER (3<sup>rd</sup>):** Graduate School (*only applicable for research courses*)

**PROCESSOR:** Records and Registration

**Form available:** Form can be requested by the department/instructor to the Records & Registration Office via email at [records@utep.edu](mailto:records@utep.edu)



THE UNIVERSITY OF TEXAS AT EL PASO



## GRADE CHANGE AUTHORIZATION FORM

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

PLEASE FILL IN OR *PRINT* IN BALLPOINT PEN

Please record for: (Student's Name)

Last		First		MI	Student's UTEP ID	
Call Number / CRN	Subject	Course Number	Term	Previous Grade	Change to	

### REASON FOR CHANGE

- ☐ Reinstated Course (RI)
- ☐ I grade changed to ltr grd (IG)
- ☐ Departmental Add/Drop (DP)
- ☐ Military leave (ML)
- ☐ Thesis grade change (TH)
- ☐ Work Completed (WC)
- ☐ Faculty grading error (FE)
- ☐ OTHER: \_\_\_\_\_

### F GRADES

If you are submitting a grade change to "F" please provide the following reason in order for your request to be processed:

- ☐ Student stopped attending class prior to end of term. Last day of class attended was: \_\_\_\_\_
- ☐ Student never attended class.
- ☐ Student earned grade of "F"

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approvals:

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Student has one year from the date the official grade was posted to appeal.

The change needs to be made within three months if the student has graduated.

*Dean's signature required on forms outside above time frames to indicate that s/he authorizes a waiver.*

*\*\*\* Colleges of Engineering, Science, and Health Sciences require Dean's signature on all grade change forms.\*\*\**

Dean of College: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required ONLY for these course numbers: 5396, 5397, 5398, 5399, 6320, 6321, 6396, 6397, 6398, 6399.)

### Procedures for completing the Grade Change Authorization form.

1. The instructor is to complete the form and forward it to his/her department chair for approval.
2. If not approved, the department chair will return the form to the instructor with reason for not approving.
3. If approved, the department chair / dean will sign the form and forward it to the Records Office for processing.
4. At no time may this form be in the possession of the student identified as receiving the grade change.

### Reason for return (highlighted above):

- ☐ Dean's signature required
- ☐ Graduate School approval required
- ☐ Missing Department Chair's signature
- ☐ Other \_\_\_\_\_

First date returned \_\_\_\_\_ Returned by \_\_\_\_\_

Second date returned \_\_\_\_\_ Returned by \_\_\_\_\_

R&R (REV. 5/18) UTEPUC 0809 115	Before	After	Processed By:
	Term GPA _____	Term GPA _____	_____
	Cum. GPA _____	Cum. GPA _____	_____
	Acad. Stand. _____	Acad. Stand. _____	Date: _____

Email confirming grade change will be sent to instructor and to student.

# Complete Withdrawal Notification

## Current Approval Process

Student has to go through different departments at UTEP in order to have form cleared by Records & Registration

Form available: <https://www.utep.edu/student-affairs/registrar/students/Forms/Registration%20and%20Drop%20Forms/COMPLETE%20WITHDRAWAL%20FROM.pdf>

**UTEP** COMPLETE WITHDRAWAL FROM SEMESTER or MINI TERM

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

UTEP ID: 8

Name: Last First M.I.

Term: ☐ Fall ☐ Spring ☐ Summer Year: Level: ☐ UG ☐ GR ☐ DR

CRN (EX.) 12345	SUBJECT HIST	COURSE NO. 1302	Mandatory: Reason for withdrawal (please check one)	
			<input type="checkbox"/> 01 - Insufficient F/A Funding	<input type="checkbox"/> 08 - Family Concerns
			<input type="checkbox"/> 02 - Financial Aid Denied	<input type="checkbox"/> 09 - Medical
			<input type="checkbox"/> 03 - Scholarship Denied	<input type="checkbox"/> 10 - Military
			<input type="checkbox"/> 04 - Can't Pay Tuition Invoice	<input type="checkbox"/> 11 - Death of Family Member
			<input type="checkbox"/> 05 - Work Conflict	<input type="checkbox"/> 12 - Death of Student
			<input type="checkbox"/> 06 - Relocation	<input type="checkbox"/> 13 - Visa Denied
			<input type="checkbox"/> 07 - Attend Other University	<input type="checkbox"/> 15 - Registered by Department
			<input type="checkbox"/> 00 - Other (please explain)	

To the student:

- Your request for a complete withdrawal will not be processed without completion & submission of this form.
- Please check the current Schedule of Classes to determine refund dates and amounts. Remember that each part-of-term has its own schedule. You may still be responsible for all or part of your tuition and fees.
- You will be charged a \$15.00 complete withdrawal fee if this form is processed on or after the first day of Late Registration.
- If this form is processed on or before the term's Census Day, the course(s) will not be on your transcript.
- If this form is processed after the term's Census Day and on or before the term's Course Drop deadline, you will be withdrawn with a grade of W.
- If this form is processed after the term's Course Drop deadline, your final grade of W or F will be determined by each instructor. You are encouraged to talk with your instructor(s) to petition a grade of W prior to submitting this form. We will notify the instructor(s) and request official grade(s) for the course(s).
- If you are an International Student, you will need to take this form to the Office of International Programs for approval before we can process this request.
- If you are an athlete, you will need to take this form to the MAAC for approval before we can process this request.
- If you are a financial aid/scholarship recipient you must talk with the appropriate office to discuss how this will affect your academic progress and aid you are receiving.
- If you received a Federal Stafford Loan you must complete a Loan Exit session at mappingyourfuture.org  
Or  
If you received a Federal Perkins Loan you must contact the Student Business Office (915-747-5116) to setup an Exit session.

Signature: Date:

INITIATED DATE	Financial Aid	Office of International Programs	Minor Athlete Academic Center	Registration & Records
	Date	Date	Date	Date

UTEPUC (all)  
UTEPGC (all)

Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are entitled to request to be informed about the information the University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have the University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedure set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.150 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.



THE UNIVERSITY OF TEXAS AT EL PASO

# Course Drop Form (After Census Day)

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Academic Advisor

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Records & Registration

**Form available:** <https://www.utep.edu/student-affairs/registrar/students/Forms/Registration%20and%20Drop%20Forms/Course-drop-form.pdf>



THE UNIVERSITY OF TEXAS AT EL PASO



**COURSE DROP FORM**  
(After Census Day and Prior to Course Drop Deadline)

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

**DO NOT USE THIS FORM IF YOU ARE WITHDRAWING FROM THE SEMESTER!**  
You will be assessed a course drop fee of \$7.00 for each course dropped.

**Student Information**

Name

Last First MI.

UTEP ID  8

Term: ☐ Fall ☐ Spring ☐ Summer Year  Level ☐ UG ☐ GR ☐ DR  
POT  Major  College   
Student's Signature  Date

CRN (ex. 12345)	Subject (ex. HIST)	Course # (ex. 1302)	If you are asking to drop a course that is linked to a lecture or lab or is a "co-requisite" to another, you must get authorization from the Department Chair: <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A grade of W will be recorded for the course on this form IF the drop is done on or before the Course Drop deadline. After this date, we recommend that you talk with your instructor regarding your reason for dropping. The instructor will contact the Registration & Records Office with your final grade.

Reason for dropping:

First Time First-year Students (admitted Fall 2007 and thereafter) – read the information on the reverse.  
Before dropping a course, you must consult with your academic advisor. If you don't have an advisor, see the department chair of your major. Select your reason for dropping the course and provide a brief explanation below:

<input type="checkbox"/> Medical (E1)	<input type="checkbox"/> Work Schedule (E5)
<input type="checkbox"/> Family Medical (E2)	<input type="checkbox"/> Other good cause as determined by UTEP (E6)
<input type="checkbox"/> Death of Family Member (E3)	<input type="checkbox"/> (Consult with your advisor.)
<input type="checkbox"/> Military Leave (E4)	<input type="checkbox"/> Other reason (E7)

Explanation:

Academic Advisor (If you don't have an academic advisor, see the Department Chair of your major) TO CHECK SIX-COURSE DROP STATUS ON UNDERGRADUATES GO TO GOLDMINE OR SZASDLM IN BANNER

☐ Approved – exempt from the 6-drop policy ☐ Not approved – course will count (WC)  
*If not approved, you may appeal to your academic dean.*

Academic Advisor's Name (printed)

Signature  Date

Academic Dean (for appeal purposes only)

☐ Approved – exempt from the 6-drop policy ☐ Not approved – course will count (WC)

Academic Dean's Signature  Date

**Return Completed form to the Registration and Records Office by the part-of-term's Course Drop Deadline**

R&R (REV. 2/18) UTEPUC (all) UTEPGC (all)	Office of International Programs	Miner Athlete Academic Center	Registration and Records
Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>	Date <input type="text"/>



# Course Add Form After Late Registration

## Current Approval Process

INITIATOR: Student

APPROVER (1<sup>st</sup>): Instructor

APPROVER (2<sup>nd</sup>): Chair

PROCESSOR: Records & Registration

Form available: [https://www.utep.edu/student-affairs/registrar/\\_Files/images/COURSE%20ADD%20FORM%20AFTER%20LATE%20REGISTRATION.pdf](https://www.utep.edu/student-affairs/registrar/_Files/images/COURSE%20ADD%20FORM%20AFTER%20LATE%20REGISTRATION.pdf)



COURSE ADD FORM AFTER  
LATE REGISTRATION

Registration and Records Office  
Mike Loya Academic Services  
Building, Room 107

TODAY'S DATE

YOU MUST RETURN THIS FORM WITHIN 48 HOURS OF THIS DATE! AFTER 48 HOURS, THIS FORM IS VOID.  
AFTER CENSUS DAY: YOU MUST RETURN THIS FORM WITHIN 24 HOURS OF THIS DATE

*Notice to instructor and chair:* By signing this form, you are authorizing the Registration & Records Office to enroll the student into the section and to override all restrictions (such as closed class, major, prerequisite, etc.) EXCEPT "time conflict" and "level." Signature of Department Chair (or Higher) gives full approval even in the absence of instructor signature.

Student Information (Please Print)

Name

LAST FIRST M.I.

UTEP ID

8

Term: ☐ Fall ☐ Spring ☐ Summer Year  Level ☐ UG ☐ GR ☐ DR

REASON FOR ADDING CLASSES LATE: (Use the back of this form if you need more room)

**Notice to the student:** Upon processing of this registration form, it is your responsibility to pay all tuition and fees assessed, including any late registration and/or drop/add fees. You can find out what you owe at Student Business Services, Academic Services Building; go online to <https://my.utep.edu>; sign in; select "Goldmine" from the top menu bar; and follow the prompts. Please remember that any late registration or drop/add fees will not be reflected on your account until the day after this form is processed.

If any course has a "time conflict," you will have to obtain signatures from both instructors and both department chairs.

If any course has a "level" restriction, undergraduates will have to obtain Graduate School permission. Graduate students must speak to their advisor.

When you have obtained all signatures, please return this form to the Registration and Records Office to be registered. If you have any questions or concerns, please contact the Registration and Records Office at (915) 747-5544

CRN (ex. 12345)	Subject (ex. HIST)	Course # (ex. 1302)	Instructor	Chair	P.O.T.

I am requesting to be enrolled into and to attend the above course(s).

Student's Signature:

Date:

R&R (REV. 2/19)  
UTEPSoC (ALL)

Date Processed:

Processed by:



THE UNIVERSITY OF TEXAS AT EL PASO

Collection of Personal Information Notice (House Bill 1922)  
With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under §§52.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under §559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§441.186 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

# Course Waiver Form

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Chair

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Graduate School

**Form available: template can be requested by sending an email to Records & Registration**



THE UNIVERSITY OF TEXAS AT EL PASO

COURSE WAIVER FORM									
THE UNIVERSITY OF TEXAS AT EL PASO—REGISTRATION & RECORDS OFFICE									
Student Information (Please Print)								UTEP ID #	
Name								8	
Last		First		M.I.					
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Year		Level <input type="checkbox"/> UG <input type="checkbox"/> GR <input type="checkbox"/> DR					
Student's Signature								Date	

### TO THE DEPARTMENT CHAIR/COLLEGE DEAN:

If you grant these permissions, please have them entered on SFASRPO on Banner.

- ☐ Doing so will allow the student to register him-/herself via Goldmine or TTR rather than having to return to our office.
- ☐ Our office does overrides on SFAREGS **only** – if the student does not meet the prerequisites when we do prerequisite checks, s/he **will** be administratively withdrawn (AP) from the course.

Thank you!

CRN	Subject	Course #

Waivers Needed – DEPARTMENT CHAIR	
<input type="checkbox"/> CAPACITY	
<input type="checkbox"/> CLASS	
<input type="checkbox"/> MAJOR / MAJORLAB	
<input type="checkbox"/> LINK	
<input type="checkbox"/> TIME	
<input type="checkbox"/> COREQ	
<input type="checkbox"/> PREREQ / PREREQLAB	
<input type="checkbox"/> COLLEGE	
<input type="checkbox"/> DEGREE	
<input type="checkbox"/> DUPLICATE	
<input type="checkbox"/> APPROVAL/APPROLAB	

Waivers Needed – STUDENT'S COLLEGE DEAN	
<input type="checkbox"/> CGRADE	
<input type="checkbox"/> REPEATLIMIT	
<input type="checkbox"/> TOTAL CREDIT HRS	MAX # ALLOWED

Undergraduates must obtain Graduate School permission for any course with a "level" restriction.

Waivers Needed – GRADUATE SCHOOL	
<input type="checkbox"/> UG Level Restriction	Signature

Please call me if you have any questions about this request or if I can be of further assistance.

Referred by: \_\_\_\_\_ Ext: \_\_\_\_\_

**RESET FORM**

**Collection of Personal Information Notice (House Bill 1922)**  
With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 562.021 and 563.022 of the Texas Government Code, you are entitled to receive and review the information. Under § 569.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTSI39). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

R&R (REV. 2/10) UTEPSoC (all)	Date Processed:	Processed by:
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# Faculty Drop Reinstatement Form

## Current Approval Process

**INITIATOR:** Instructor

**APPROVER (1<sup>st</sup>):** Chair

**APPROVER (2<sup>nd</sup>):** College Associate Dean (Dr. MacDonald)

**PROCESSOR:** Records & Registration

Form available: [https://www.utep.edu/student-affairs/registrar/\\_Files/docs/faculty-staff/Faculty\\_Drop\\_Reinstatement.pdf](https://www.utep.edu/student-affairs/registrar/_Files/docs/faculty-staff/Faculty_Drop_Reinstatement.pdf)

**UTEP FACULTY DROP/REINSTATEMENT FORM** Registration & Records Office

Student Information Transaction Type (please select one): ☐ DROP ☐ REINSTATEMENT

Name Last First M.I. UTEP ID 8

Call Number / CRN Subject Course Number Term

**Reason for Drop (MARK ONLY ONE REASON):**

TO CHECK SIX-COURSE DROP STATUS ON UNDERGRADUATES GO TO GOLDMINE AND REFER TO STUDENT SIX DROP COUNT LOCATED IN THE ADVISOR MENU UNDER THE FACULTY SERVICES TAB

**Exempt** (drop does not count toward six-course drop limit)  
A grade of W is issued by Registration & Records Office if these reasons are checked.

☐ Medical (E1)  
☐ Family Medical (E2)  
☐ Death of Family Member (E3)  
☐ Military Leave (E4)  
☐ Work Schedule (E5)  
☐ Other (E6 / E7)

**Non-exempt** (drop counts toward six-course drop limit; additional information on the back of this form)

☐ 19 - Excessive absence  
☐ 20 - Neglect  
☐ 21 - Lack of Effort  
☐ 00 - Other

\*This area also used for UG not affected by six-course drop policy and ALL GR & DR students\*

Please Check grade to be assigned ☐ W ☐ F

**\*\*If you drop a student from a course that is linked to a lecture or lab, or a course that is "co-requisite" to another, the department chair must approve the transaction.\*\***

**Reason for Reinstatement (mark only one reason):**

☐ Faculty error  
☐ Interdepartmental Error  
☐ Arrangements made between instructor and student  
☐ Other

Instructor's Signature Date

Department Chair's Signature Date  
(Required after Census Day for Reinstatements, "Automatic W" deadline for Drops)

\* College Dean's Signature Date

\* (REQUIRED for Drops: Health Sciences, University College)  
\* (REQUIRED AFTER "AUTO W" for Drops: Engineering, Business, School of Nursing, Science)  
\* (NOT REQUIRED: Liberal Arts, Education)

**RESET FORM**

**RETURN COMPLETED FORM TO THE REGISTRATION AND RECORDS OFFICE.**

R&R (Rev. 6/12) Office of International Programs Miner Athlete Academic Center

UTEPUC (all) Date Date  
UTEPGCC (all)  
UTEPSoC (all)

Date Processed Grade Posted Course PoT/"AUTO W" Date Processed By:

Original—Registration & Records Copy—Dean's Office



THE UNIVERSITY OF TEXAS AT EL PASO

# Petition for an Incomplete

**Petitions for an incomplete can be submitted by the instructor through goldmine under faculty services.**

**Instruction Available: <https://www.utep.edu/student-affairs/registrar/faculty-staff/Instructions%20to%20Assign%20a%20Grade%20of%20Incomplete.pdf>**

## Faculty Services

To view further information on the Schedule of Classes, please refer to the following web si

[Term Selection](#)

[Course Reference Number \(CRN\)/Class Selection](#)

[Active Assignments](#)

[Catalog](#)

[Course Schedule](#)

[Class List: Detail](#)

[Class List: Summary](#)

[Faculty Grade Summary \(SHAINST\)](#)

[Faculty Schedule: By Day and Time](#)

[Faculty Schedule: Detail](#)

[Grades: Mid-Term](#)

[Grades: Final](#)

[Incomplete Grade Form](#)

[Office Hours](#)

[Syllabus](#)

[Wait List: Detail](#)

[Wait List: Summary](#)

**2. Click on Incomplete  
Grade Form**

[Student Information - Advisor Menu](#)

[View a student's transcript](#) [View a student's grades](#) [Display your security setup.](#)

[Schedule Courses](#)



THE UNIVERSITY OF TEXAS AT EL PASO

# Office of International Programs and Study Abroad Forms



THE UNIVERSITY OF TEXAS AT EL PASO

# DS-2019 Renewal for J-1 Visitors

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Chair OR Dean

**APPROVER (2<sup>nd</sup>):** Human Resources (*HR approval is only required if scholar/professor is employed at UTEP*)

**PROCESSOR:** International Programs

**Form available:** <https://www.utep.edu/student-affairs/oipsa/Files/docs/oipsa/j-visa/J-1-DS-2019-Extension-Form-Scholars-Professors.pdf>



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**J-1 Exchange Visitors**

**Scholars & Professors**

**DS-2019 Renewal**

Office of International Programs

First name:		Sevis ID#:	N00
Last name:		DS-2019 Expiration Date	
Personal E-mail:		UTEP E-mail:	
Sponsoring UTEP Department		Supervising Professor	
Requested end date		Supervising Professor email	
Have you applied for or received a waiver of the 212(e) Home Residency Requirement for your current J-1 exchange visitor program? (Please indicate your answer) <input type="checkbox"/> Yes <input type="checkbox"/> No			

### RENEWAL ELIGIBILITY

Exchange visitors may have their period of activity extended provided that the hosting UTEP department supports the request and the visitor can provide proof of continued funding. Research scholars/professors may have their period of activity extended for a maximum of five years from the start date on the DS-2019. Short term scholars may have their period of activity extended for a maximum of 6 months from the start date on the DS-2019.

#### Documents needed:

- This renewal form
- Copy of recent invitation/offer letter with new program end date and a description of your activities
- Proof of finances (Department offer letter, government award, etc).
- Proof of medical insurance coverage while in the U.S. for the requested end date (include dependents)

The completed application must be approved through regular channels within:

- UTEP Department Chair and/or Dean of College
- Human Resources Services if employed at UTEP
- Office of International Programs (OIP)

Approval Signatures	Signature	Printed name
Chair or Dean		
*Human Resources Services		
International Programs		

\*Human Resources approval only required if scholar/professor is employed by UTEP.

Office of International Programs  
Division of Student Affairs

500 W. University Dr.  
Union East Room 203

(915) 747-5664  
Fax (915) 747-5794

<http://sa.utep.edu/oip/>  
[oip@utep.edu](mailto:oip@utep.edu)

RV 09/14/18



# Approval Process for OIP forms

- The following forms are submitted through the SUNAPIS portal that is available in the following OIP link:  
<https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html>
  - Curricular Practical Training Application (CPT)
  - Curricular Practical Training Renewal Application
  - Optional Practical Training (OPT)
  - F-1 Visa Forms
  - Reduced Course Load Form

**CPT Information available at:** <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html>

**OPT information available at:** <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/opt.html>

**F-1 Visa Information:** <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/resources/f-visa-forms.html>

**Reduced Course Load Information:** <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/maintaining-status.html>

## Welcome to the OIP Sunapsis Login Page

Sunapsis iStart provides online services for our institution's international students and scholars. Please log in using one of the options below to view information or to make a request. If you have any questions, please contact [oip@utep.edu](mailto:oip@utep.edu).

*Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.*

### Sunapsis Services for New and Current Students

International students and OIP Staff may log in below with their UTEP credentials.

NOTE: Log in using only your UTEP username, not full email address.

Login

A UTEP username and password are required.

#### Limited Client Services for STEM OPT Students

UTEP Technology Support will deactivate the student UTEP account one year after graduation. Students at the end of their OPT period, or students who are on the STEM OPT extension, should click here to log in.

[Limited Client Services Login](#)



THE UNIVERSITY OF TEXAS AT EL PASO

# COLLEGE OF ENGINEERING FORMS



THE UNIVERSITY OF TEXAS AT EL PASO

# Graduation Clearance Form

## Current Approval Process

**INITIATOR:** Student

**APPROVER (1<sup>st</sup>):** Department

**APPROVER (2<sup>nd</sup>):** Key Shop


**PROCESSOR:** Dean's Office

**Form available:**


**[https://www.utep.edu/engineering/\\_Files/docs/hForms/GraduationClearanceForm2013.pdf](https://www.utep.edu/engineering/_Files/docs/hForms/GraduationClearanceForm2013.pdf)**



THE UNIVERSITY OF TEXAS AT EL PASO



**Graduation Clearance Form**  
College of Engineering  
The University of Texas at El Paso



Student's Last Name, First NameStudent ID#Student's Major  
UTEP emailCell Phone NumberProjected Graduation Date

Degree:  
☐ Bachelor's  
☐ Master's  
☐ Ph.D.

**1. Clearance Approvals (Choose Option A or Option B)**

➤ **OPTION A – For students who plan to attend graduate school at UTEP in the semester following current degree.**  
**Department Level:** The student has preliminary authority to continue with graduate studies.

(printed name – Department Chair or Graduate Program Director)SignatureDate

➤ **OPTION B – For all other students (who do not fall into OPTION A).**

i. **Department Level:** All equipment, devices, parts, and books have been returned to the department, whether used for employment, senior project, or research.

(printed name – a or b, as described below)SignatureDate

a. For Bachelor of Science candidates – obtain Department Chair signature  
b. For Graduate degree candidates – obtain a signature: Thesis/Dissertation advisor or Graduate Program Director for non-thesis students.

ii. **Key Shop:** All keys, issued for research access or student employment have been returned to the Key Shop.

Key Shop (printed name)SignatureDate

**2. Future Plans (Please check one)**

☐ I plan to attend graduate school.  
☐ I am currently looking for a job.  
☐ I have not looked for a job, I plan to do something else. Please specify. e.g. planning to work in the family business, planning to transition to a full-time position at my current job location (where?), etc.

☐ I am considering offers.  
☐ I have accepted a job.  
Company: \_\_\_\_\_  
Location: \_\_\_\_\_  
Position: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_

Rev. 01/30/13

Dean's Office Electronic Entry

Initials Date

Copy to Program

Initials Date

# Resources to Access Forms

- **Student Forms from Records & Registration:** <https://www.utep.edu/student-affairs/registrar/students/student-forms.html>
- **Faculty Forms from Records & Registration:** <https://www.utep.edu/student-affairs/registrar/faculty-staff/faculty-forms.html>
- **Graduate School Forms:** <https://www.utep.edu/graduate/forms.html>
- **Office of International Programs Forms:** <https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/resources/Forms.html>

# Graduate Catalog 2021-2022 Approval Policies

- **Graduation Requirements:** <http://catalog.utep.edu/policies-regulations/graduation-requirements/#graduatedegree requirementstext>

Graduation requirements are as follows:

1. Completion of all required course work as listed on the approved final degree plan.
2. Acceptance of the thesis or dissertation by the Graduate School.
3. Submission of a completion/defense form to verify satisfactory completion of coursework and/or an oral or written exam or both.
4. Filing of a departmental graduate advisor- and college dean-approved *Application for Graduate Degree* with the Graduate School.
5. Payment of all applicable fees

