

## **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(1st): 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.

#### THE UNIVERSITY OF TEXAS AT EL PASO

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 requirement Relationship to TA/RA/AI/PAW recipient: Spouse Dependent Child I certify that all the above conditions have been met. If determined ineligible, I understand that I must pay non-residen tuition or I will be subject to disenrollment. Arrangements for any additional payments will be made with the Cashier's Office Departmental Approval for TA/RA/Al Appointmen 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. Departmental Approval for Participant Award (The award must be competitive. Please provide the following: a letter of justification with criteria used to award, and IF THIS FORM IS NOT FILLED OUT CORRECTLY IT WILL NOT BE PROCESSED College Dean Signature & Date: . Document Last Revised: 02/16 For more information please contact the Graduate School at gradschool@utep.edu or at (915) 747.5491

PREVIOUS VERSION OF THE FORM

VERIFICATION OF TA/RA/AI/PARTICIPANT AWARD

**GRADUATE SCHOOL** 

The University of Texas at El Paso 500 W. University Avenue El Paso, Texas 79968

(915) 747-5491 Fax (915) 747-5788

#### **Summary for In-State Tuition Waivers**

THE UNIVERSITY OF TEXAS AT EL PASO



#### 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:
  - o 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
- . There is a competition within UTEP in order to receive the award, such that:
  - o 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.)

## 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.

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.

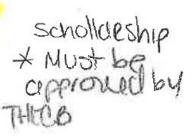
TA/RA



## 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 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.



# FORMS FOR CURRENT UTEP STUDENTS

### Reservation for Graduate Credit

#### **Current Approval Process**

**INITIATOR:** Student

APPROVER (1st): Graduate Advisor

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

MacDonald)

**PROCESSOR:** Graduate School

Form available: <a href="https://www.utep.edu/graduate/">https://www.utep.edu/graduate/</a> Files/docs/admissionand-enrollment/reservation\_graduate\_credit\_form.pdf



#### RESERVATION FOR GRADUATE CREDIT

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

ame:	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.

otal enrollment	enrollment including requested graduate courses: Upper Level GPA:								
otal undergradu	al undergraduate course hours lacking for Bachelor's Degree:								
his request is to	is request is to enroll in the following courses during the following term:								
				_					
CRN									
SUBJECT									
COURSE NUMBER									
tudent Signatur	re & Date:				Graduate Advisor Sig	gnature	& Date:		
ollege Dean Si	gnature & Date:				Graduate School Sig	nature (	& Date:		



## 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



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 recorrams. Interested students must:

- Have successfully completed at least 90 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

- 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.
- 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: 🔲 first time applicant 🔟 returning participant
UTEP ID Number:	Email Address:
Undergraduate Program:	Intended Graduate Program:
Approved Coursework:	
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



## 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



Student Name:	
ID#	
UTEP email:	@miners.utep.edu
Cell Phone #:	915-xxx-xxxx
MAJOR:	

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 #		SUBSTIUTE COURSE(s) taken UTSA Course as it appears on UTEP transc	REQUIRED COURSE(s) at UTEP  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	

Justific:	ation:			
1.				
2. 3.				
4.				
Approv	als:			
	Academic Advisor	Advisor's Signature		Date
	Chair	Chair's Signature		Date
	Dr. Benjamin C. Flores Associate Dean of Engineering	Signature	-	Date
	for <u>I</u>	E-Paso Office use ONLY		
SHEET	Γ: <u>Summer 2018</u> (201830) ENTRY #: _	Logged By:	DATE:	
		Processed By:	DATE:	, 2018



## Doctoral Degree Progress Report

#### **Current Approval Process**

**INITIATOR:** Candidate

APPROVER (1st): Dissertation Supervisor

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

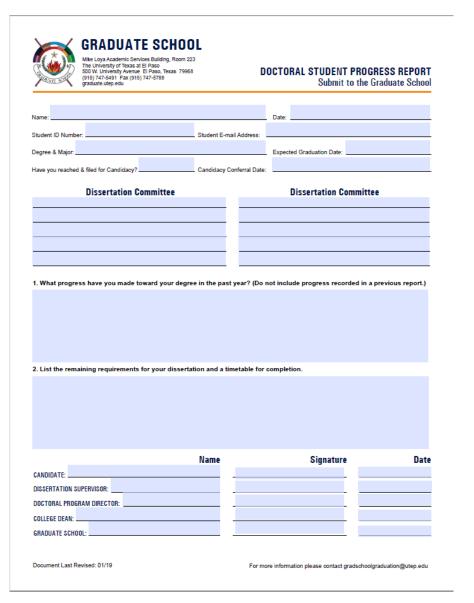
APPROVER (3<sup>rd</sup>): College Associate Dean (Dr.

MacDonald)

**PROCESSOR:** Graduate School

#### Form available:

https://www.utep.edu/graduate/\_Files/docs/forms/forms/Doctoral\_Progress\_Rep ort Form3.pdf



## 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



Dissertation Proposal Summary

✓ Coversheet

#### DIANA NATALICIO DISSERTATION RESEARCH FELLOWS PROGRAM

Nomination Instructions/Coversheet

□ 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 or at (915) 747.7900 Document Last Revised: 03/2020

## GRADUATION FORMS FOR DOCTORAL STUDENTS

## **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**

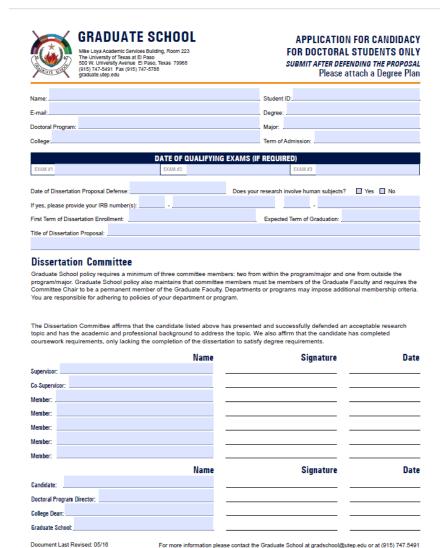
**INITIATOR:** Candidate

**APPROVER:** Doctoral Program Director

**PROCESSOR:** Graduate School

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

#### PREVIOUS VERSION OF THE FORM





## Degree Plan

#### **Previous Approval Process**

**INITIATOR:** Student Signature

APPROVER (1st): Program Director

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

MacDonald)

**PROCESSOR:** Graduate School

#### **Current Electronic Approval Process**

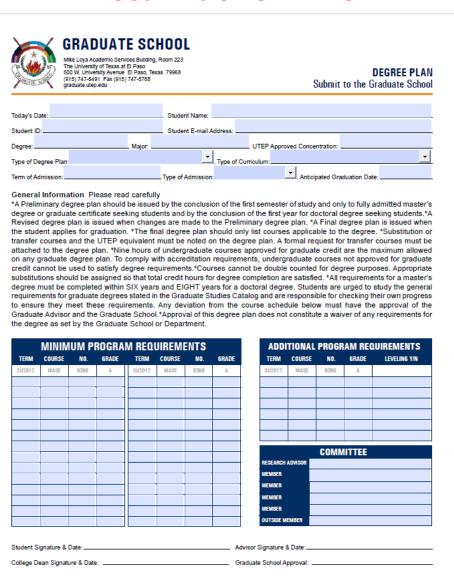
 Log-in process is required to goldmine in order to access a degree evaluation through faculty services.

Electronic Access Available: https://www.utep.edu/graduate/forms.html



## THE UNIVERSITY OF TEXAS AT EL PASO

#### PREVIOUS VERSION OF THE FORM



Document Last Revised: 02/10

## **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

The Univ 500 W. U (915) 74	ya Academic Services Bi versity of Texas at El Pai University Avenue El Pai 7-5491 Fax (915) 747-5 e.utep.edu	so, Texas 79968	APPL	ICATION FOR GRADU Submit to the Gr	
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ast Name:			UTED ID#:		
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lumber & Street / PO Box	:			City:	
itate:		ZIP:		Country:	
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				Summer 20 (A	
Fall 20 (Decem	ber conferral)	Spring 20 (N	lay conferral)	Summer 20 (A	August conferral)
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## Completion Defense Form for Doctoral Students

#### **Current Approval Process**

**INITIATOR:** Student Signature

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

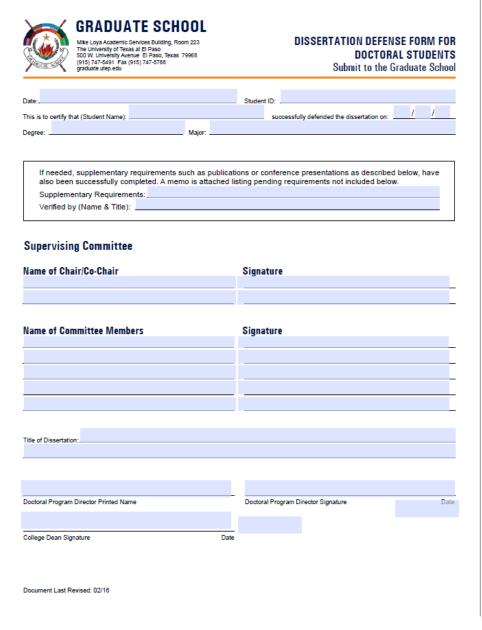
APPROVER (2<sup>nd</sup>): College Associate Dean (Dr.

MacDonald)

**PROCESSOR:** Graduate School

#### Form Available:

https://www.utep.edu/graduate/\_Files/docs/forms/completion\_defense \_doctoral\_form.pdf





# GRADUATION FORMS FOR MASTER STUDENTS

## Thesis Proposal Form for MS Students

#### **Current Approval Process**

**INITIATOR:** Candidate

APPROVER (1st): 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



## **Application for Graduation for Master Students**

#### **Previous Approval Process**

**INITIATOR:** Candidate

APPROVER (1st): 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

(915) 747-54 graduate.utep	cademic Services Building, Room ty of Texas at El Paso ersity Avenue El Paso, Texas 799 91 Fax (915) 747-5788 p.edu			R GRADUATE DEGREE t to the Graduate School Page 1 of 2
Applicant's Name: (must mate Commencement reader card a		on Goldmine your official name	will be printed in the program	m, The Prospector, on the
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ast Name:		UTED ID#		
iploma Mailing Address: Yo	ur diploma <u>will</u> be mailed to th	his address		
lumber & Street / PO Box:			City:	
tate:	ZIP:		Country:	
mail:	Telepho	one:	Change my Mailing add	ress in Goldmine to the one above
our records is what you want p ut only if it is incorrect (see our v ou want your "full name" on you	rinted on your diploma. You mu: website for details). Example: Y Ir diploma then it must be in our	st complete and turn in a Name or 'our last name has your father's na	Social Security Number Chang me and your mother's maiden i any numbering or seniority (II, S	Please ensure that the name we have e Form in order to change your name name but only one is in the system. If Sr., etc.). The only modification to the
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anting to be assessed by	your Graduate Program Adv	risor or Program Director	_ I Will lio	t attend commencement
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## Completion/Defense Form for MS Students

#### **Current Approval Process**

**INITIATOR:** Candidate

APPROVER (1st): Doctoral Program Director

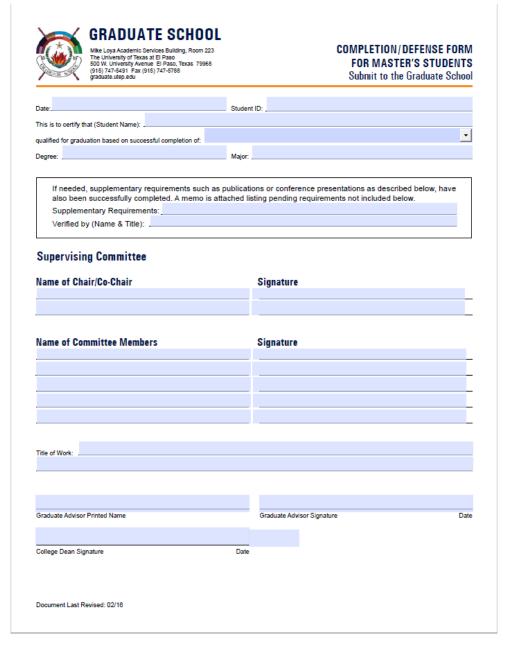
APPROVER (2<sup>nd</sup>): College Associate Dean (Dr.

MacDonald)

**PROCESSOR:** Graduate School

Form available:

https://www.utep.edu/graduate/\_Files/docs/forms/completion\_def ense masters form.pdf





## Application for Graduate Certificate

#### **Current Approval Process**

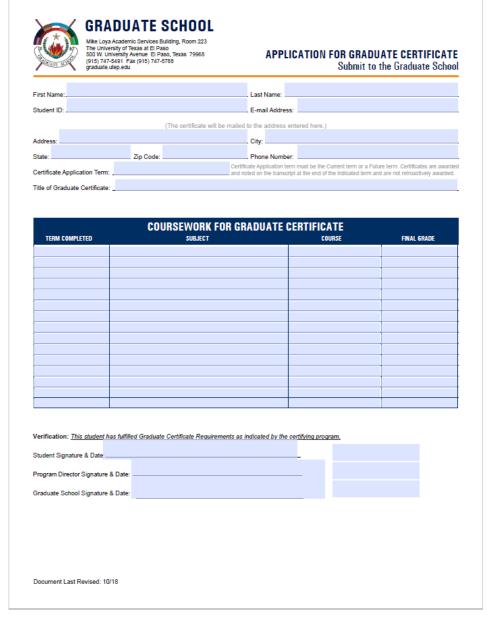
**INITIATOR:** Student Signature

**APPROVER: Program Director** 

**PROCESSOR:** Graduate School

#### Form available:

https://www.utep.edu/graduate/\_Files/docs/forms/Application\_for\_Graduate\_ \_Certificate.pdf





## GRADUATE FORM FOR FACULTY

## 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



500 W. Websiti	IVERSITY OF TEXAS AT ELPY ADUATE SCHO ya Academic Services Building University Avenue, El Paso, To E. http://www.utep.edu/gradu (915) 747-5491	mas 79968		NURED AND NONTE	PURARY MEMBERSHIP IE GRADUATE FACULTY NURE TRACK FACULTY to the Graduate School
Appointment requires	recommendation of	individuals for temporary appoint the program graduate committee eschool. In the case of interdisciplin	and approval of the	e department chair o	r program director, the
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Program Director:		Printed Name:		Date:	
Department Chair:		Printed Name:		Date:	
Academic Dean:		Printed Name:		Date:	
	Forward the appli	cation to The Graduate School, Mike	Loya Academic Servi	ces Bldg., Rm 223	RESET
Dean of the Graduate !			Dr. Ste	phen Crites	
Revised: Sep 30, 2019					



# RECORDS & REGISTRATION FORMS

## Grade Change Form

#### **Current Approval Process**

**INITIATOR:** Instructor

APPROVER (1st): 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 <a href="mailto:records@utep.edu">records@utep.edu</a>





Registration and Records Offic Mike Loya Academic Service Building, Room 10

#### PLEASE FILL IN OR **PRINT** IN BALLPOINT PEN

Last	First	MI		Student's UTE	P ID	
Call Number / CF		Course Number	Term	Previous Grade	Change to	
REASON FOR		If you	are submitting a	RADES grade change to "F	" please provide the	
☐ I grade changed to ☐ Departmental Add/ ☐ Military leave (ML) ☐ Thesis grade chang	o ltr grd (IG) /Drop(DP) ge (TH)			was:	to be processed: or to end of term. Las	st da
■ Work Completed (\ □ Faculty grading en □ OTHER:			Student earned	grade of "F"		
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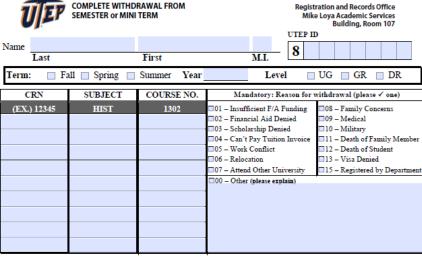
Email confirming grade change will be sent to instructor and to student.

## 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/COMPLE TE%20WITHDRAWAL%20FROM.pdf



#### 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.
- 3. You will be charged a \$15.00 complete withdrawal fee if this form is processed on or after the first day of Late Registration.
- 4. 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.
- 6. 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.
- 8. 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 mapping your future.org
   Or

If you received a Federal Perkins Loan you must contact the Student Business Office (915-747-5116) to setup an Exit session.

Signa	ature			Date	
R&R (REV. 2/18) UTEPUC	INITIATED DATE	Financial Aid	Office of International Programs	Miner Athlete Academic Center	Registration & Records
(all) UTEPGC (all)		Date	Date	Date	Date

#### Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are satisfied on request to be informed about the information the University of Texas of El Paso collects about you. Under § 532.021 and 532.032 of the Texas Government Code, you are satisfied to investive and review the information. Under § 539.004 of the Texas of El Paso collects about you. Under § 532.021 and 532.032 of the Texas of El Paso correct information about you that is half by us and that is incorrect, in accordance with the procedures set forth in the University of Texas 187 Procedures Measonandum 32. The information that the University of Texas 18 Paso collects will be retained and maintained as required by Texas records retained have (§ 441.180 et seq. of the Texas Government Code) and rule. Different protect of information are kept for different periods of the control of the Code of



## Course Drop Form (After Census Day)

#### **Current Approval Process**

**INITIATOR:** Student

APPROVER (1st): Academic Advisor

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

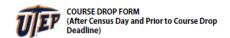
MacDonald)

**PROCESSOR:** Records & Registration

Form available: <a href="https://www.utep.edu/student-">https://www.utep.edu/student-</a>

affairs/registrar/students/Forms/Registration%20and%20Drop%20Forms/Course-

drop-form.pdf



egistration 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.

			UTEP ID
Name			8
Last		First	M.I.
Term: 🔲 Fall	Spring	Summer	Year Level UG GR DR
POT		Major	College
Student's Signat	ure		
CRN	Subject	Course #	If you are asking to drop a course that is linked to a lecture or la
ex. 12345)	(ex. HIST)	(ex. 1302)	is a "co-requisite" to another, you must get authorization from  Department Chair:
			A grade of W will be recorded for the course on this form IF the drop is do or before the Course Drop deadline. After this date, we recommend that yo
			with your instructor regarding your reason for dropping. The instructo contact the Registration & Records Office with your final grade.
		admitted Fall 2007 a	and thereafter) – read the information on the reverse.
First Time First- Before dropping a of your major. Se Medical (El) Family Medi	year Students (a course, you mu- clect your reason (cal (E2) nily Member (E3	st consult with your a for dropping the cour	
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#### Return Completed form to the Registration and Records Office by the part-of-term's Course Drop Deadlin

R&R (REV. 2/18) UTEPUC (all)	Office of International Programs	Miner Athlete Academic Center	Registration and Records
UTEPGC (all)	Date	Date	Date



## Course Add Form After Late Registration

#### **Current Approval Process**

**INITIATOR:** Student

APPROVER (1st): 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



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

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 I	Information (Pleas	e Print)						UTE	P ID					
Name								8						
	LAST		FIRST				M.I.							
Term:	☐ Fall ☐ S	pring 🔲	Summer	Year			Lev	el 🔲	UG	GR		DF	3	
REASO!	N FOR ADDING	CLASSES LA	ATE: (Use the	back of th	is form if y	ou 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 <a href="https://my.utep.edu">https://my.utep.edu</a>; 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).

	MIN AND			
Student's Signature:			Date:	
R&R (REV. 2/18) UTEPSoC (ALL)	Date Processed:	Processed by:		

Collection of Personal Information Notice (House Bill 1922

With few cooptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Little \$55.003 of the Texas Overnment Code, you are entitled to know the University of Texas at El Paso collects about you, but he \$65.003 and \$55.003 of the Texas Overnment Code, you are entitled to know the University of Texas at El Paso collects and you have in held by us and that in incorrent, in accordance with the procedures set forth in The University of Texas \$65.000 and \$55.000 and



### **Course Waiver Form**

#### **Current Approval Process**

**INITIATOR:** Student

APPROVER (1st): 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



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

#### **Current Approval Process**

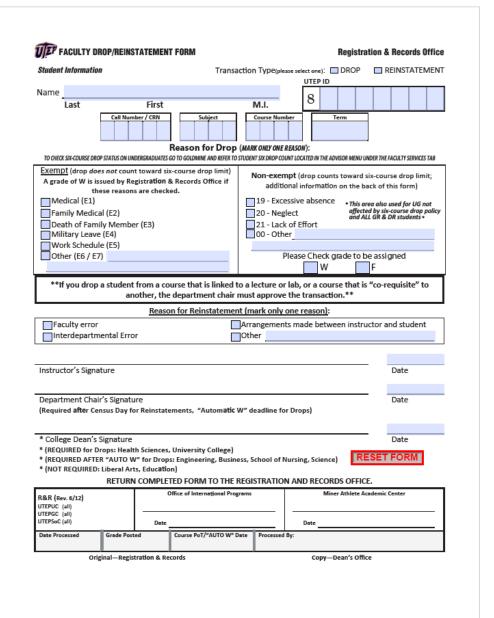
**INITIATOR:** Instructor

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/studentaffairs/registrar/ Files/docs/faculty-staff/Faculty Drop Reinstatement.pdf



## 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

Grades: Final

2. Click on Incomplete

Incomplete Grade Form

Office Hours
Syllabus
Wait List: Detail
Wait List: Summary

Grade Form

Student Information - Advisor Menu

View a student's transcript; View a student's grades; Display your security setup.

Schedule Courses

# Office of International Programs and Study Abroad Forms

### DS-2019 Renewal for J-1 Visitors

#### **Current Approval Process**

**INITIATOR:** Student

APPROVER (1st): 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

THE UNIVERSITY OF TEXAS AT EL PASO

J-1 Exchange Visitors Scholars & Professors

DS-2019 Renewal

First name:	Sevis ID#: N00
	DS-2019
	Expiration
Last name:	Date
Personal	UTEP
E-mail:	E-mail:
Sponsoring	
UTEP	Supervising
Department	Professor
	Supervising
Requested	Professor
end date	email
Have you applied for or received a v	ver of the 212(e) Home Residency Requirement for your current J-1 exchange
visitor program? (Please indicate vo	answer) Tyes TNo

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

500 W. University Dr

Fax (915) 747-5794

http://sa.utep.edu/oip/

## Approval Process for OIP forms

- The following forms are submitted through the SUNAPIS portal that is available in the following OIP link:
   <a href="https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html">https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html</a>
  - 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: <a href="https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html">https://www.utep.edu/student-affairs/oipsa/office-of-international-programs/visas/f-type-visa/cpt.html</a>

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

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

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

#### 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 <a href="mailto:oip@utep.edu">oip@utep.edu</a>.

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.



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** 



# COLLEGE OF ENGINEERING FORMS

## **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/GraduationCle aranceForm2013.pdf



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



			CEN	TENNIAL CELEBRATION HIVERSITY OF TEXAS AT 51 PAGO
Student's Last Name,	First Name Stud	dent ID#	Student's Major	Degree: ☐ Bachelor's ☐ Master's
UTEP email	Cell Phone Nun	nber Projec	ted Graduation Date	□ Ph.D.
. Clearance Approvals (Cho	ose Option A or Option B	)		
degree.	s who plan to attend gradu			following current
(printed name – Departr Gradua	ment Chair or te Program Director)	Signature	Date	•
for employment, senior	l equipment, devices, parts, r project, or research.	and books have	been returned to the	
(printed name – a or b,	of Science candidates – obta	Signature	Date Chair signature sis/Dissertation advisor	or or Graduate Program
<ul> <li>b. For Graduate of</li> </ul>	n-thesis students.	a signature: The		
<ul> <li>For Graduate of Director for no</li> </ul>		•		ned to the Key Shop.
<ul> <li>For Graduate of Director for no</li> </ul>	n-thesis students. sued for research access or	•	ment have been return	ned to the Key Shop.
b. For Graduate of Director for no ii. <b>Key Shop:</b> All keys, is:	n-Thesis students. sued for research access or ted name)	student employ	ment have been return	

### Resources to Access Forms

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

## Graduate Catalog 2021-2022 Approval Policies

• Graduation Requirements: <a href="http://catalog.utep.edu/policies-regulations/graduation-requirements/#graduatedegreerequirementstext">http://catalog.utep.edu/policies-regulations/graduation-requirements/#graduatedegreerequirementstext</a>

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